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The Soccer Association for Youth, USA was formed to provide an organization within which children could learn and play soccer. The fact that any size player can be successful at the game and the modest expense required to field a team makes it possible for many children to participate in organized competition. These factors, plus the enthusiasm of the children once they’ve played the game, have resulted in rapid growth of the SAY program.

It is the function of SAY Soccer to provide guidance and instruction for new participants, an organizational structure to form leagues and schedule games, and to prescribe rules and regulations which will ensure safe, enjoyable and fair competition.

Stacking teams, try-out camps, all-star powerhouses, etc., may produce a climate of excellence for the talented few, but will not, in the long run, be beneficial to the vast majority of young recreational players. See the SAY Premier Soccer section at the end of this publication for information regarding Premier Soccer administration.

The overall objective of SAY Soccer is maximum participation with even competition at various age levels.

The Soccer Association for Youth, USA believes that adherence to this basic principle has been the prime factor in its rapid growth, and that high school, college and professional soccer will be provided with more and better players as a result of our program.
SAY OPERATING PHILOSOPHY

SAY MISSION STATEMENT:
We will grow responsibly while continually improving the quality of our program.

SAY VISION STATEMENT:
We hope to provide an opportunity for all youth to play recreational soccer.

SAY VALUE STATEMENT:
1. Create the opportunity for all kids to play soccer
   • We are part of the national family of the United States Soccer Federation
   • Expanding across the country
   • We advocate soccer being available to ALL kids
2. Strive to continuously improve the quality of soccer
   • SAY provides “The” world-class model for recreational soccer, as well as coaching certification programs and fully utilized referee development programs
3. Operate on a sound financial basis
   • No deficit budgeting
   • Positive cash flow throughout the year
   • Maintain a reasonable operating cash reserve
4. Provide adequate insurance for all organized participants
   • Provide liability insurance for all members
   • Provide accident/health insurance as well
   • Continue to generate new options and opportunities
5. Keep entire organization healthy
   • Admit to any problems that may plague us
   • Work together to solve any such problems
   • Accept diverse opinions and ways of getting the job done
6. Monitor/adjust the rules to best suit recreational play
   • Safety- Above all else
   • Fairness- Above everything else except safety
   • Unafraid to pilot a rule change and also to scrutinize suggested changes closely
7. Share our successes and celebrate them
   • Recognition through awards and ceremonies
   • Annual meetings as a forum for celebration of successes
INTRODUCTION
This manual is written for anyone at the SAYArea and District level who are interested in helping their soccer program run smoothly. Its purpose is two-fold, first, to help those interested in organizing a new SAY Soccer program. And second, to assist both new and existing SAYArea and District volunteers in the performance of their administrative duties by suggesting procedures that are common to the successful operation of all SAY programs.

The methods and procedures contained herein have been tried and are proven. They are the result of years of experience of thousands of volunteers. These volunteers have been and continue to be the backbone of our program and their experiences have led to the formulation of the procedures described herein - procedures which can make a new SAY administrator’s job a lot easier.

Greater stability is provided to your soccer program when decisions are based upon the previous experiences of many other SAY administrators. Over the years, many approaches have been tried; some worked well, some did not. This manual suggests the best of these procedures. The structure of your SAY program can be adapted from these guidelines, to mesh comfortably with the existing procedures your community may wish to preserve.
DUTIES AND RESPONSIBILITIES
While SAY allows considerable autonomy to local organizations, recognizing that there can be many acceptable ways to do a specific job, there are, and have always been, certain minimum requirements which must be observed.

At the SAYArea level, there must be a constitution and by-laws in place, approved by the members, copies of which are available to any member. A copy should be supplied to the SAY National Office for filing. The constitution and by-laws must provide for open nominations and elections. District Representatives to the SAYArea Board should be elected by their respective Districts. SAYArea officers may be elected by the full membership or by the SAYArea Board members themselves.

Another basic requirement is that there must be periodic reports available to any member, covering both the receipts and the expenditures of that entity. The year-end statement should be supplied to the SAY National Office for filing.

One of the most important functions of the SAYArea is to ensure that all players participating on SAY teams throughout the SAYArea are registered with the organization at the national level, that the appropriate SAY National player participation fee has been paid, and that both of these items have been submitted to SAY National. No player may participate or practice in a SAY program without this having been completed.

The many other aspects of administration that should be covered are shown in the sample by-laws included in this manual.

At the District level, the same requirements apply if the district organization has as its sole function the administration of a SAY Soccer program.

In some cases, SAY Districts may be administered by a school, church, athletic association, parks and recreation department, or a civic organization. These entities already have well-established organization procedures, and are responsible to the general public, so no additional requirements are needed. Of course, soccer parents and volunteers should have access to financial records where they concern the soccer activities of such an organization.

One other aspect of the SAY organizational structure needs to be clarified. The SAY National Board administers its programs through its SAYAreas, with whom it has a signed contractual agreement. Districts are established by SAYAreas and their operations are supervised by the SAYAreas on behalf of the national organization. The correct operation of a District, therefore, is the responsibility of an SAYArea in the SAY program.

We hope that this eliminates any confusion about SAY administrative policies.
INTANGIBLE BENEFITS

SHARING OF INFORMATION
There are certain intangible benefits in affiliating with SAY that may not be apparent at first glance. Probably the most important of these is the SHARING OF INFORMATION.

SAY encourages input from its leagues. This input is important in effecting improvements in league operations, player draft and other league administrative problems. This handbook itself is a product of such sharing. In this sense, SAY is a “cooperative” organization. Your suggestions are sifted through the organization to the National Board through personal contacts, meetings at various levels, and a constant flow of correspondence. These ideas and suggestions are weighed against a background of experience accumulated from thousands of volunteers with years of effort to their credit. One suggestion may be met with approval, another may be tried and never brought up again – still others may be accepted, but in a revised form.

Affiliation with SAY provides your league with a name that is recognizable and a philosophy that will meet with the overwhelming approval of municipalities, corporation service organizations and other youth organizations, making it easier to get their cooperation and support when you need it.

Our Philosophy governs all that we do: certain rules have been adapted to be appropriate to the play of young children and meaningful participation for all of the children is guaranteed. There are identifiable chains of command, and democratic processes throughout the program.

All aspects of administration have been structured to minimize the administrative headaches of volunteers. New volunteers can step right in and know what to do and how to do it. More importantly, staff members at the SAY National Office are always available to answer questions.
TANGIBLE BENEFITS

PUBLICATIONS
The “Cyber Circle” newsletter is SAY Soccer’s administrative lifeline that is produced quarterly and mass emailed to all SAYArea/District board members. "Ya Don't SAY" is a mass email generally reserved for important announcements or notifications to our members. A monthly "Coaches Club" newsletter is also available, free of charge, simply by signing up for it. The Coaches Club includes helpful skills and drills for multiple ages, helpful tips, contests, partners and articles that could benefit any coach.

The “SAY Coaching Manual” is an annual publication typically released by July 1 that is produced by the National Director of Coaching and is free to all coaches online via the publication section of the SAY website. The "Touchline Magazine" is an administrative publication produced annually and distributed via USPS to SAYArea and District Board Members. This publication can also be found online via the publication section of the SAY website (saysoccer.org).

REGISTRATION PACKETS
SAYAreas and/or Districts are responsible for registering their players each season by ordering team packets through the Registration form found under the forms section of our website, saysoccer.org. Once your registration is received from the SAY National Office, the association gives each head coach a team registration packet, which contains all of the materials necessary to organize their team. The contents of this packet includes an up-to-date SAY Rulebook and a plethora of helpful items updated monthly.

TOURNAMENTS
SAY National is not in the business to actively promote, run, administrate, or oversee tournaments for its recreational program, be they self-contained tournaments involving teams from a single SAYArea, or tournaments involving games being played by teams from two or more SAYAreas. This includes tournaments, which may be designated as “state”, “regional”, or “national” tournaments.

Pre-season, in-season, and post-season SAYArea or District Tournaments are an accepted part of play within a SAYArea. Similar to league play, these tournaments are considered to be part of the natural play permitted within a SAYArea’s jurisdiction without requiring special considerations.

For more information and procedures on tournaments, please see the SAY Rulebook section on “Tournaments”.

COACHING CLINICS
A free coaching clinic is provided to each new SAYArea joining SAY Soccer, up to 20 (twenty) coaches. This is provided by the SAY National Director of Coaching and the National Soccer Coaches Association of America (NSCAA).

REFEREE CLINICS
SAY has available referee teaching tools for your SAYArea to have qualified referees. Also, during most Annual General Meetings Referee training is provided to advance referees. Training Syllabus are available through the SAY National Office and our website, saysoccer.org. Referee tests and answer keys are also available to complete.
your training. Call the SAY National Office at 800-233-7291 for more details. There are different referee criteria's for SAY Premier Soccer, please visit that portion of this publication for further details.

**LIABILITY INSURANCE**
Your league administrators, coaches, assistant coaches, sponsors, referees and volunteers are all protected under the SAY liability insurance program. One of the best sports insurance policies, written especially for SAY, this insurance policy offers $2,000,000 in coverage (per incident), and also a $2,000,000 umbrella coverage with no deductible.

**ACCIDENT INSURANCE**
Accident-medical insurance is included in your SAY fees. While SAY’s coverage is referred to as “secondary,” if the participant is not insured by another policy, SAY’s coverage would become “primary.” After a $100 deductible is met, the insurance provides $50,000 of coverage per incident. Administrators should have the parent or guardian of the injured registered SAY player call the SAY National Office to file a claim.

**SUPPORT MATERIALS**
SAY has developed a variety of support materials to assist you in the successful administration of your soccer program. The SAY National Director of Coaching and SAY National Referee and Rules Committee (SNRRC) has surveyed and authored many manuals and videos and are also available to you. As a service to your league, these items can be ordered through your SAYArea or direct from the SAY National Office. All materials can be viewed on our website, saysoccer.org. In addition, you will find coaching resources which contain drills and other helpful articles available on our website.

**REFEREE TRAINING MATERIALS**
In addition to the Referee Clinic Syllabus and PowerPoint CD, SAY offers referee tests, SAY Rulebooks and the SAY Refereeing Youth Soccer handbook. The referee training publication “Myths of the Game” is available via the SAY National website: saysoccer.org. Various SAY Referee Patches are available, as well as, limited referee supplies. Contact the SAY National Office for further details at 800.233.7291. Also view the referee section of this book for more information.

**REGISTRATION POSTERS**
SAY yard signs are available free of charge (just pay shipping) online at the SAY Store. Customizable posters are also available for editing, saving and printing as needed in the administration section of the SAY website, saysoccer.org. Posters and yard signs are provided for the purpose of advertising your sign-ups or other special events.

**SPECIAL CLINICS**
SAY Soccer provides many special clinics for coaches, players and referees. These clinics are generally held during our yearly convention to make it accessible to more members. Some of the clinics that are typically available are coaching clinics, coaching certification, referee clinics, player clinics, sports medicine clinics and administrative topics. Call the SAY National Office for further details pertaining to this year's clinics.

**SAY PATCHES**
League, SAYArea and Champion patches are available FREE of charge through the
SAY National Office. Other patches, featuring the SAY Logo, are also available. Service award patches are available for presentation to those adults volunteering their time and services.

**SAY MERCHANDISE**

SAY has available to coaches and players soccer merchandise at the best possible prices. The full line of merchandise available can be viewed at our website saysoccer.org/store or by calling the SAY National Office at 800.233.7291. Items not readily available through our store can be found through our Preferred Equipment Provider Eurosport at soccer.com/SAY

**TAXES**

SAY Soccer is recognized by the U.S. Internal Revenue Service as a charitable, non-profit organization, under section 501(c)(3) of the Internal Revenue Code. Any SAYArea or District of SAY may be included in this classification by requesting inclusion in a letter to the SAY National Office. This letter must also include the Employer Identification Number (SS4) of that SAYArea or District. Details of this plan may be obtained by contacting the SAY National Office.

**NOTE:** SS-4 Forms for obtaining Federal EIN Numbers are available online at [http://www.irs.gov](http://www.irs.gov)
The administration of SAY Soccer is carefully structured on all levels. These levels consist of:

1. A NATIONAL BOARD OF DIRECTORS and the CHIEF EXECUTIVE OFFICER support the entire program and insure that the SAY philosophy, rules and regulations are adhered to.

2. The CHIEF EXECUTIVE OFFICER and the NATIONAL STAFF carry out the everyday activities of the organization.

3. SAYAREA ADMINISTRATIVE BOARDS are composed of representatives of neighboring communities who have joined together to aid each other in conducting the SAY programs on a local level.

4. DISTRICT ADMINISTRATIVE BOARDS, who, as community groups within the SAYAreas, make up the grass roots of SAY Soccer and offer guidance and support to the PARENTS and PLAYERS.
The number of Elected National Directors shall not be less than seven, nor more than twenty-one in number. There are currently five Regional Directors, one from each of five geographical Regions of the United States. There are also four At-Large Directors at this time. These nine Directors are elected by the Administrative Members. In addition, there can be two Directors who are appointed by the elected nine Directors.

The National Board of Directors meets at least three times a year and is charged with the duty of overseeing the entire SAY program. In this capacity, it directs the carrying out of the purposes and exercises the powers of the corporation without previous authorization or subsequent approval by the members of this corporation.

**BOARD FUNCTIONS:**

1. Adopt policies.
2. Approve new SAYAreas.
3. Approve business Programs.
4. Promote the growth and development of SAY Soccer.

The Chief Executive Officer is a full-time salaried Administrator of SAY Soccer and is charged with administering all of the corporation’s policies as defined by the National Board of Directors.

The Chief Executive Officer supervises, directs and controls the business and affairs of the corporation.

The Chief Executive Officer and the National Staff carry out the everyday activities of the organization such as supplying the various SAYAreas with team registration materials and supplies, soliciting corporate sponsorship, working with committees, visiting new and existing SAYAreas, responding to questions asked by members, and providing other necessary support services.
The Soccer Association for Youth, USA is a National Affiliate Member of the United States Soccer Federation
STARTING A SAY PROGRAM
HOW YOU FIT IN

In starting your own new SAY program, you will need to know at what level your organization will function.

STARTING AT THE SAYAREA LEVEL
If your community is not in or near other communities that have a SAY program (that is, it is not near or in an existing SAYArea), you will be starting your own SAYArea. Even though your program may start out small, most likely not having leagues in all age divisions, you will be in a new territory and will have good potential for expansion in future years as word spreads of your program. There will come a time when you will not only have leagues in each age division, but may even consider having your geographic area split into two or more SAYAreas.

If your SAYArea has only one District, then your community organization would also be your SAYArea Board. It may happen that in your first year, you will have only one league in only one age group. Small? Yes, but not uneventful. The important thing is that you have made a beginning. Remember that the entire SAY program began with but a handful of teams and only a few adults. You will have the advantage of an existing, time-tested program to start with. There will be people in SAY to whom you can go for advice in nurturing your new SAYArea into a developed youth program of which you and your community will be proud. Plus interplay with others in your geographical boundaries.

CHOOSING A NAME
Your SAYArea or District will need to choose a name. Your name should relate your location and association to anyone reading it. The ending should denote your association membership within the United States Soccer Federation (USSF), which is the Soccer Association for Youth. By combining the two, your SAYArea or District name is created (i.e. – Southeast Indiana Soccer Association for Youth). You may also wish to be referred to by initials, so be certain the initials are desirable. Incorporating the SAY name is not mandatory.

THE SAYAREA BOARD
The establishment of an SAYArea by the National Board is the delegation of the privilege to conduct a SAY Soccer program within a given geographic area. Once an SAYArea has been established, the grantee then organizes a group of people to be the “SAYArea Board.” The members of this board must represent all of the communities within the SAYArea’s geographic locale that field SAY Soccer Teams. The duties of the SAYArea Board are to oversee the operation of the SAY program within its geographical area.

One of the most important things the SAYArea Board does is determine District boundaries, if applicable, within the geographic area of its SAYArea. It also channels the flow of information from the Districts to the National Office/National Board and back. It forms leagues encompassing more than one District whenever Districts do not have the minimum number of teams (4), to form internal leagues. It conducts a post-season SAYArea tournament, if such a tournament is desired. In general, it offers the expertise to help Districts deal with problems as they arise.
ORGANIZING A NEW SAY SOCCER PROGRAM

GETTING KEY PEOPLE INTERESTED
You will want to discuss your plans and have several meetings with others who share your ideas about organizing a new SAY Soccer program. These people should serve as a temporary board until your organization is formed and a regular election of officers can be held. It’s a good idea to contact Park and Recreational departments or similar groups to insure their cooperation before making your intentions public.

Manpower is usually most available when the program is in the organizational stages. Before the enthusiasm wears off, see to it that every volunteer has some job to do. Working for a program makes a person feel that he or she belongs to the program, and that person will want to remain in it. Many interested people who can contribute to the program will not be among the initial volunteers. These are the people who tend to hesitate to step forward and offer their services, but will respond positively when they are approached personally and are presented with a job to do for the organization.

YOUR FIRST MEETING
Your first meeting should be well publicized. Use every available public communication facility at your disposal to let people know what you intend to do and why. Your first meeting should be set far enough in advance to insure the attendance of your key people, as well as those who have become interested through word of mouth. Invite community organizations and business people who may be interested in lending financial support to your program. At your first meeting, the temporary chairman should present the general purpose and objectives in organizing your new SAY Soccer program. Determine the boundaries of your organization, the facilities that are available and the number of boys and girls that you can initially accommodate. You may want to secure a speaker from another SAY program to aid in explaining the basics of program operations. Advise SAY National of your intentions by writing and SAY National will be glad to send a representative to assist. Get the names and addresses of those in attendance of this meeting. You will need their assistance at a later date.

ELECTING OFFICERS
After public interest and support have been determined, it is time to call a meeting for the purposes of electing officers for your new organization. By this time, you should have an idea of those willing to serve on the Board of Directors. It is important to have a slate of candidates who have expressed a genuine interest in the program.

You will need at least a President, Vice-President, Secretary and Treasurer. Their first job will be to develop a constitution and by-laws, and to appoint non-elected members of the Board of Directors (or Trustees). Suggestions for writing your constitution and by-laws, which include specific administrative duties of each member of the Board of Directors, are discussed in detail under PROGRAM ADMINISTRATION.
The SAY National Concussion Policy consists of two very distinct procedures. This policy is required for ALL coaches and officials regardless of their age and/or status (i.e. Head coach, Assistant Coach, Head Referee, Assistant Referee, etc.). These procedures are designed to comply with recently passed legislation concerning concussion in youth sports. It will be necessary to complete a concussion training course every three (3) years.

STEP 1
The first portion of the SAY National Concussion policy is the taking of a **FREE** online training course. ALL coaches and referees MUST complete this training course prior to participating in any SAY activity whether it be a practice or a game situation.

There are two approved options for the **FREE** online training program consists of two approved options, either of which is acceptable:

The **FIRST APPROVED OPTION** is provided by the National Federation of State High School Associations Concussion in Sports – What You Need to Know, which can be found at [http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000](http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000). This online course will require you to click on the “order here” button to begin the training. It will ask you to complete a brief registration form prior to beginning the course, which is solely for the purpose of registering you in their database as having successfully completed the online material. After you have completed this course you will be given the option to print out a personalized certificate of completion (It is suggested that this certificate be printed out in pdf format, otherwise your name may not appear on this certificate).

The **SECOND APPROVED OPTION** is through the Center for Disease Control and their Prevention Heads Up Concussion in Youth Sports Online training program, at [http://www.cdc.gov/concussion/HeadsUp/online_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html). Click on the online training course button to begin your training. After successfully completing the online training, you will be offered the opportunity to print out a personalized "certificate of completion". FYI - this option does not keep a record of your completing this training.

After completing either the **FIRST OR SECOND APPROVED OPTION**, you will need to print out your personalized "certificate of completion" and keep a copy with you at ALL SAY related functions (especially referees, as you may be required to show your personalized certificate to the appropriate SAY authorities prior to being allowed to officiate any games).
STEP 2
The second portion of the SAY National Concussion policy is the Removal-From and Return-to-Play procedure. Any athlete exhibiting signs and symptoms of concussion either during a practice or during a game MUST be immediately removed. This athlete MAY NOT return to play nor participate in any SAY activity on the same day that he or she has been removed (even if a written medical clearance is provided).

In addition, the athlete is not permitted to return to play or participate in any SAY activity until he or she has been assessed and received written clearance by a physician or by another licensed health care provider. A Return-to-Play form must be submitted to the coach prior to allowing the athlete to participate in any activity with the athlete’s team, whether it be a practice or a game situation.

All of SAY’s member Areas and Districts are responsible to monitor and track their coaches and referees with regard to their individual compliance with this policy. For those SAY members playing spring seasons, this policy must be implemented with the coaches and referees having completed their mandated online training prior to April 26, 2013. Those SAY members operating a fall season program must have their coaches and referees complete their individual online training prior to starting practices.

Listed below you will find helpful links regarding signs and symptoms of concussion, a parent’s education form, a possible concussion notification form, and a Return-to-Play form. If you should have any questions please feel free to contact us at the SAY National Office 800.233.7291.

Other helpful concussion policy links including return to play forms, parents informational sheet, signs and symptoms of concussions, sample certificates, and more can be found under the Concussion section of our website at saysoccer.org.
Coaches in youth sports take on many responsibilities. In the SAY organization, these duties include making sure our children have fun while learning the game of soccer, sharing playing time following our rules and learning the fundamentals of a wonderful sport. These are just a few of the many responsibilities we undertake as coaches.

When our season ends, we usually give the players some well-chosen words of advice such as “work on your conditioning & foot skills,” etc. However, what do you, as a coach, do to work on your skills as a coach? Just because SAY is a recreational based soccer organization does not mean our coaches should not try and improve their present coaching knowledge or gain some additional knowledge if they have never undergone soccer specific training. During the past season did one of your players ever miss a shot and you wondered to yourself how that player missed such an easy shot? Maybe you should ask yourself how much time you spent teaching the proper technique needed to make that shot. Just lining children up and having them attempt to kick the ball across the goal line is not proper coaching technique. Children will have much more fun when they learn how to do things correctly and have success while doing them. The same can be said for defensive skills, passing skills and even being in the proper position on the field. We, as coaches, have a responsibility to our players to teach them to have fun, love the game and learn the proper techniques used in this sport in the event that our players wish to take their game to a higher level.

A philosophy of the SAY organization is that each player should have the opportunity to be coached by someone who has undergone training to carry out the responsibilities he or she has agreed to accept. Over the years, The SAY National Director of Coaching and our National Board have come up with several different plans to make training available to all of our SAYAreas and Districts.

First, your individual SAYArea or District may submit a syllabus for proposed training. The syllabus will be reviewed by SAYTEC and, if it meets all the necessary criteria, it will be approved to allow your SAYArea or District to give basic training to SAY Coaches. If it is not approved, the Committee will give you suggested changes and work with you to have your syllabus approved. If you would like to see a copy of a sample training syllabus, you may contact the SAY National Office and request one.

SAY has also set up a program with the National Soccer Coaches Association of America (NSCAA) that allows for new SAYAreas to receive a free coaching clinic. Existing SAYAreas can receive a discounted coaching clinic, with the SAY National Office paying for half of the total cost of the clinic, up to the first 20 coaches.

The State Diploma offered by the NSCAA is designed for coaches working with players from ages five through ten. It is a five-hour course that focuses on the organization of a practice session, small-sided games and knowledge and enjoyment of the game, among other topics.
The Regional Diploma is a 13-hour course, which is designed for an experienced coach who is working with players from ages 11 through 18. It builds on basic knowledge of the game while introducing technical and tactical concepts.

Your SAYArea can schedule both the State and Regional courses to be given in your own town. Please contact the SAY National Office for more information.

There are many coaches who do not believe they have the time to take such a course. For some, it may be a legitimate excuse. For those of you who really wish to improve your knowledge of coaching, there are many videos, books, magazines and websites that will allow you to improve your coaching skills without ever leaving home. For more information in this area, please email the Director of Coaching at the SAY National Office.

WHO WILL COACH?
Easily the most challenging, and generally the most rewarding position in SAY Soccer is that of the coach, since he or she is the one in direct contact with the players. The ultimate success of your soccer program will be determined by the ability of your organization to select and properly train your coaches.

Please Note: The SAY National Concussion Policy is required for ALL coaches and officials regardless of their age and/or status (i.e. Head coach, Assistant Coach, Head Referee, Assistant Referee, etc.). These procedures are designed to comply with recently passed legislation concerning concussion in youth sports. It will be necessary to complete a concussion training course every three (3) years. This policy can be found in this handbook under the title SAY National Concussion Policy. Also, this policy and complete course can be found under the concussion section of the SAY website at saysoccer.org.

There are probably more people than you would expect in your community with knowledge of soccer who would be willing to coach. They may be former college players or people of foreign descent who have played in other countries. If your experience is like others, there will be more players than the number of qualified volunteers to teach them. In this case, you will have to convince parents and other adult volunteers, who may be reluctant to step forward, that leadership, understanding and a good example are as important of a criteria of a good coach as his or her knowledge of the skills and techniques of soccer.

The SAY endorsed coaching manuals will provide your coaches with the tools necessary to teach the game of soccer to the players in your league. These coaching manuals are also useful to those interested in conducting SAY coaching clinics. Clinics for coaches are also available through SAY, as well as license clinics given by the National Soccer Coaches Association of America (NSCAA), USSF, and Challenger Sports. These clinics are available in every state. Contact the SAY National Office for details.
HEAD COACH CERTIFICATION

As stated in the National SAY Rulebook, it is recommended that all coaches achieve some level of education and be certified by the National Soccer Coaches Association of America (NSCAA), the American Sport Education Program (ASEP), Challenger Sports, be licensed by USSF or have received training as approved by the SAY National Director of Coaching (NDOC). It is also important to keep a record of who is coaching and their certifications via a Coaching Application, a copy of which is included at the end of this section.

NDOC recognizes the efforts and accomplishments of their coaches by providing a formal certification program to all SAY coaches. Coaches may progress through five tiers of training. These five tiers are Level One, Level Two, Level Three, Universal and Master Coach.

THE LEVEL ONE COACH - is aimed at the 4-8 year olds and is aimed at the parent/coach new to the game of soccer. The certification will run for approximately 2-3 hours and will cover:

- Characteristics of children at this age
- Explain psychological and the physical development of the player
- Responsibility of the coach towards his/her players
- Coaching philosophy establishing achievable performance goals
- Exercises and methods of coaching
- Questions and answers

THE LEVEL TWO COACH - is aimed at the 9-13 year old player. It is aimed again at the recreational coach and progresses the age specific training of the 4-8 year old player. The certification will last 2-3 hours and will highlight:

- Characteristics of children at this age
- Explain psychological and the physical development of the player
- Responsibility of the coach towards his/her players
- Coaching philosophy establishing achievable performance goals
- Team management
- Simple laws of the game (size of field)
- Exercises and methods of coaching
- Questions and answers

THE LEVEL THREE COACH - is aimed at the 14-18 year old player. This course again progresses from the 9-13 year old player and again will last between 2-3 hours. The certification will highlight:

- Characteristics of children at this age
- Explain psychological and the physical development of the player
- Coaching philosophy establishing achievable goals
- Exercises and methods of coaching
- Advantages of different systems of players
- Questions and answers
THE UNIVERSAL COACH - This course is an overview of all the clinics above. This will highlight all the main points from the above clinics and will last 3-4 hours and is aimed at the recreational parent/coach. This course will highlight:

- Characteristics of children at different age groups
- Explain psychological and physical development of various age groups
- Role of the parent or coach
- Team management
- Exercises and methods of coaching
- Questions and answers

The Universal Course will also be recognized by different organizations running clinics for SAY Soccer, these may include:

- Any coaching course offered by the National Soccer Coaches Association of America (NSCAA)
- Any coaching course offered by Challenger Sports/British Soccer Camps.
- The American Sport Education Program (ASEP) Rookie Coaches Course with additional soccer-specific training.
- A United States Soccer Federation (USSF) “F” Coaching Course.
- The complete National Youth Sport Coaches Association (NYSCA) curriculum with additional soccer-specific training.
- Any SAY Area Course or local clinician’s course that has been approved by SAYTEC.

THE MASTER COACH is the highest level that can be attained by a SAY Coach. To achieve the recognition of Master Coach, a person must have at least three years of coaching experience and have completed the following:

- Coach must have taken all SAY Age Specific clinics.
- Coach must hold either the National Diploma or USSF C license.
- Finally, it can be awarded by the SAY National Office based on experience or playing ability.
VOLUNTEER SCREENING POLICY (VSP)
For the Soccer Association for Youth, USA

UPDATED 8/13

The SAY Volunteer Screening program consists of two very distinct procedures. They are designed to work in conjunction with one another to ensure a safe, healthy soccer experience for players and volunteers alike.

STEP 1:
The first portion of the SAY VSP program is the "TIMES TWO" Policy.

"TIMES TWO POLICY"
All SAY Areas must establish and implement a policy to ensure that no less than two adults are present at any team function. Failure to implement the Times Two policy will adversely impact a SAY Area’s liability insurance coverage. Team functions include, but are not limited to, games, practices, picnics, etc. While the focus of this policy is the child, it also provides protection for the volunteers as well in the event of misunderstandings. Under no circumstances should the activity take place if only one adult is present. It is recommended that SAY Areas and Districts review their policy on car-pooling. SAY recommends that volunteers not provide transportation for non-family members. In the past this was more of an insurance issue, but now has greater implications in regards to the intent of the Times Two policy. As stated in the above policy, there are NO exceptions to following the Times Two Policy.

STEP 2:
The second portion of the SAY National VSP is the Volunteer Screening application and background checks. Here is the official policy:

VOLUNTEER APPLICATION
The SAY Volunteer Application is an official SAY document, to be used solely for the purpose of gathering information on ANY volunteer. For this purpose a volunteer is any individual that may have unsupervised access to children participating in a SAY sanctioned activity, for the purpose of assisting in that activity. (This does not include parents observing their children during such activities.) While coaches’ best fit this description, other volunteers (such as team parent, officials, board members, etc.) could be covered under this program as well. The minimum acceptable standard is for all coaches and assistant coaches to fill out a SAY Volunteer application annually.

Information identified as required must be provided by the volunteer in order for the application to be considered. The SAY Area must keep each completed application on file for at least two (2) years. At the end of each season the SAY Area is required to submit a statement, in writing, confirming that all coaches had completed the SAY Volunteer Application. This statement must be sent to the attention of the SAY CEO at 2812 East Kemper Rd. Cincinnati OH 45241. This statement must be received by SAY in order for the SAY Area to qualify for voting rights at the SAY Annual General
Meeting. **Note:** SAY does not want the Volunteer Application sent to the National Office.

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**STEP 3:**
Personal History YES Response

**Personal History YES Response**
Any SAY Volunteer Application with a YES response to the personal history question, will require the applicant to submit to a criminal background check, which could include finger-printing, prior to their being considered for any volunteer position within SAY. (Note – many SAY Areas and Districts background check all of their coaches and volunteers regardless of the answer in the personal history section.) In regards to a YES response to the personal history question, the following actions **must** be taken.

1. The Volunteer Application should be sent directly to the SAY Area Volunteer Administrator (SAVA). All forms received are to be reviewed to ensure that all questions have been answered and required information provided. The form must include the applicant’s social security number in order to perform a background check.

    From here there are two options for ordering a background check:

    **OPTION 1: RSI & SAY NATIONAL**
    In an effort to continually look for ways to ease the administrative burden for our volunteers, while practicing the “safety first” philosophy for the youth we serve, SAY National has teamed with RSI, and Indiana based Company to funnel the background check procedure through the National Office, if you choose!

    If the SAVA chooses to have SAY National perform the background check direct your coaches to the SAY National website – saysoccer.org, under the background check tab at the top. You will be invoiced on a monthly basis **$6.25 per background check** performed by the National Office. The SAY CEO will communicate back to you any disqualifying information found as well as give you a listing of which coaches have been background checked for your SAYArea/District.
OPTION 2: RISKAWARE
The SVA can establish an account with another background check company called RiskAware (currently the SAYArea/District will be charged $7.00 per background check through RiskAware)

*If the SAVA has already established an account with RiskAware, LLC, proceed with step #2.

*If the SAVA has not established an account with RiskAware, LLC a new account must be set up directly with RiskAware, LLC. Please allow 48-72 hours RiskAware, LLC to establish your account and prior to ordering background checks. Please click the link below to go directly to the RiskAware, LLC new account application:

RiskAware New Account Setup:
Please click the link and complete the signup form (instructions follow):  RiskAware Signup

Please click the link for instructions on completing the signup form: Instructions for Signup Form

Once the Client Signup Form has been submitted, a RiskAware representative will contact the SAVA for the final step of the setup process. This includes the Letter of Engagement, the Statement of Permissible Purpose, and proof of business.

2. Once the paperwork has been completed, the account will be activated. The SAVA should then direct the applicant to the RiskAware, LLC SAY background check website: http://sites.riskaware.com/index.php/client/say
The applicant will be responsible for inputting the required information and the SAVA will have the ability to view the results of the background check via the SAY Area’s account which has been set-up with RiskAware, LLC. The background check package will be pre-selected by the district and cannot be changed or modified by the applicant. A valid Social Security number is required to complete the background check process.

The SAVA can view results by logging into the RiskAware website at https://service.riskaware.com/. While viewing the results, any background check coming back with a "Yellow Flag" symbol means there has been information found on the applicant. This information must be compared to the SAY list of disqualifying offenses (found on page 35). Volunteers whose RiskAware, LLC’s background report contains derogatory criminal record information can request a free copy of their background check directly from RiskAware, LLC at 1-877-552-8907.

3. If an applicant is required to become active prior to the screening process being completed, the SAY Area may choose to allow a temporary variance for the applicant. This variance should only be given to those applicants who have previously participated without incidence in the SAY Area’s program. New applicants should not be granted a variance, nor allowed access to their position until the process has been completed.
4. If the SAVA has questions or needs assistance with the derogatory information found on the background check report, he/she should fax a copy of the report to the SAY National CEO. Please also contact the SAY National Office by phone and alert them that derogatory information has been found. No other information should be volunteered at the time. (800-233-7291)

5. The SAY CEO, upon receiving the application, will request any necessary follow-up documentation and/or information from the applicant as he/she feels is necessary.

6. The applicant will have the opportunity to respond and provide anything that he/she feels is relevant to the matter. He/she will have seven (7) working days with which to respond to the matter.

   RiskAware, LLC also offers consumers direct consumer disclosure with their company. Volunteers can contact RiskAware, LLC to re-investigate findings and make any necessary changes to the report based on any new information that is found or provided by the applicant. The RiskAware, LLC consumer contact information is provided directly to the volunteer with a copy of their derogatory background report at the time the report request was completed.

7. Any costs associated on the local level for background checking will be the responsibility of the SAY Area. SAY National will create monthly invoices to be sent to your AREA/District at the cost of $6.25 per coach.

   RiskAware will invoice each District on the First (1st) of each month for all checks performed during the preceding month. The cost is $7.00 per background check. The SAY Area will not be charged for the involvement of the SAY National Office.

   (Each SAY Area should provide a copy to the SAY National Office of any additional screening policies or procedures which it implements in connection with the SAY Volunteer Screening Program.)

STEP 4:
Review Results

REVIEW RESULTS
Once the background screening has concluded, the SAY CEO review the results with the SAVA. Up to this point in the process, potentially only three people should be aware of an issue with a volunteer application. It is very important that this information remain protected, not only for SAY and the SAY Area, but for the protection of the applicant as well. When reviewing the results of the background check, SAY will refer to its list of Disqualifying Offenses. This list does not include EVERY offense that could disqualify an applicant. The SAY CEO will then make a determination on the applicant’s status based upon the information obtained.

Note: This is proprietary information. SAY is very sensitive to the fact that people may have made mistakes in their past that may not necessarily be a reflection of who they are today. If there are sufficient mitigating circumstances, the SAY CEO has the discretion to leave the final decision, regarding the acceptance of the volunteer, with the
SAY Area. As a way of example of mitigating circumstances, let’s look at the following scenario; the applicant, at the age of 19, was convicted of a “misdemeanor assault.” The applicant is now 35, has a family, and has no other police history or violations since the assault conviction. The SAY CEO advises the SAVA that the final determination regarding whether or not to accept the applicant will be left to the SAY Area. This leaves several options open to the area:

**OPTION A – Blanket Acceptance**
The SAY Area can simply accept the applicant on consent of the SAY Area board, and leave it at that. No one is to be informed of any criminal history concerning the applicant who is to be treated the same as any other volunteer applicant.

**Consequences**
This can be a risky proposition. If the applicant does something and the criminal history is made known, the SAY Area board, collectively and individually, may be open to legal action.

**OPTION B – Conditional Acceptance**
The SAY Area can accept the applicant on the condition that either he/she, or the board with the applicant’s written permission, with the applicant’s signature, identify to the team’s parents the criminal history of the applicant. This option may also require further consideration based on the laws of the state in which the SAY Area operates.

**Consequences**
Essentially it is the applicant’s choice. While this is a difficult thing for anyone to do, if the desire to volunteer is strong enough, the applicant will agree. If the applicant does not agree, they cannot volunteer. Also, parents must be afforded the opportunity to NOT have their child placed with the applicant.

**OPTION C – Disqualification**
The SAY Area can choose to simply not accept the application, denying the applicant the right to volunteer within the SAY Area/District.

*If this is the case an official PRE ADVERSE ACTION letter must be mailed to the applicant along with a complete copy of the background check and Summary of Rights under the FCRA. (See the link to a template for the Pre and Post Adverse letters below) The applicant has 7 working days to contact the background check company to correct any information the applicant feel should not be included on their background check. If the applicant does not contact the BACKGROUND CHECK COMPANY, A post adverse letter MUST BE SENT TO CLOSE the incident. The Summary of Rights and a copy of the background check must again be provided.*

*If the background check is processed through SAY National, SAY National will send the letters and accompanying documents. If the SAY Area processes the background check through RiskAware, the SAVA is responsible for sending the letters and accompanying documents.*
**Consequences**
This is the simplest path to take, but never the less can be difficult. If the decision to deny or accept was made by the Area Board of Directors, the SAVA shall notify the potential volunteer in writing. The SAVA shall copy SAY’s CEO on any notification to potential volunteers. It is strongly suggested that the reason for being denied NOT be stated. Notice of denial should simply say “thanks, but no thanks.”

**SUMMARY**
The screening process and choices necessary in the selection of SAY volunteers is a serious part of a SAY Area Board’s administrative function. Screening of volunteers must be considered the most important part of any SAY Area’s volunteer recruitment efforts. The protection of the children is and must remain the primary motivating factor in the selection of volunteers.
BACKGROUND CHECK RELEASE FORM

This form is to be used for a background check for the purpose of volunteering with the SAY Soccer organization.

Directions:
1. Print Form
2. Complete (including signature)
3. Return to your SAVA.

Soccer Association for Youth (SAY), at its discretion, may use the above information to conduct a criminal background check. As an applicant for a SAY volunteer position, I hereby affirm the truthfulness of the representations I have made, including the information provided in response to the questions regarding my criminal history. I authorize SAY to verify the above information and waive any right to confidentiality with respect to the information requested. If requested by SAY, I will submit my fingerprints for that purpose.

Name: ____________________________ Social Security Number: ____________________________
Last Name: ____________________________
First Name: ____________________________
Middle Initial: ____________________________
(other names used)

Present Address:
Street: ____________________________
City: ____________________________
State: __________________ Zip: ____________________________

Date of Birth: ____________________________
Male ☐ Female ☐

Race: ____________________________
Eye color: ____________________________

Height: ____________________________

PERSONAL HISTORY
Have you ever been found guilty by a court or other tribunal to have committed a violent act against another person, engaged in any misconduct involving a juvenile OR been convicted of a crime except for a minor traffic violation?

YES ☐ NO ☐

If you answered "Yes" to the above question, please provide the details of each conviction or pending conviction below, including DATE (month/year), LOCATION (city, county, state), and NATURE of ALL convictions or pending convictions. Failure to list ALL convictions or pending convictions may be considered a falsification of this application and result in the withdrawal of an offer of the volunteer position. It is not acceptable to substitute "will discuss" for this information.

Conviction (date, location and nature):

Conviction (date, location and nature):

Conviction (date, location and nature):

____________________________________________________________________
Signature ____________________________ Date ____________________________
5/5/2014

Applicant Name
Applicant Address
City, ST ZIP

Dear Applicant,

In connection with your application for employment or promotion with Company, you authorized Company to perform a background check, either with internal resources or by using an outside agency. Your application for employment with Company is currently under review and you may be eliminated from further consideration based on information received from the consumer reporting agency listed below.

Reference Services, Inc.
101 Plaza East Blvd., Suite 300
Evansville, IN 47715
(812) 474-9000

Attached is a copy of this report and a copy of your rights under the Fair Credit Reporting Act.

If, after reviewing the report, you believe that information contained in it is inaccurate and/or you want to know what information in the report falls outside of our company guidelines, we ask that you contact us directly within 5 days. Also, contact us directly within 5 days if you believe that there is additional information that may help us better evaluate your fitness for this position. Otherwise we will assume that you no longer wish to pursue employment with us.

Please be advised that Reference Services, Inc. provided the report but did not make the decision to take the adverse action and is therefore unable to provide you with specific reasons as to why the adverse action was taken.

This letter is sent to you in compliance with the Fair Credit Reporting Act.

Sincerely,

Company Name
SAY ABUSE PREVENTION AND REPORTING POLICY

ABUSE PREVENTION

PURPOSE
This policy establishes how SAY Soccer, USA intends to prevent the physical, emotional and sexual abuse of children and youth by the coaches, referees, administrators and volunteers, hereinafter referred to as the “Staff Member”. SAY seeks to create a welcoming and nurturing environment for those in attendance and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a minor.

DEFINITIONS
Abuse – Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy.
- Physical Abuse – Injury inflicted on a child or youth
- Sexual Abuse – Contact or activity of a sexual nature between an adult and a child or youth
- Emotional Abuse – Mental or emotional injury inflicted on a child or youth by the actions of an adult
- Neglect – Failure to provide adequate care for a child or youth
- Economic abuse – Deliberate misuse of the money or belongings of a child or youth

Child – A child is defined as anyone under the age of 12.
Youth – a youth is defined as anyone between 12 and 18 years of age.

POLICY GUIDELINES
Safeguards in the process of selecting coaches, contracting with independent contractors (referees) or the solicitation of volunteers will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy.
Candidates for positions will be screened and selected using the following:
- Standard SAY volunteer screening application for any adult having “unsupervised access to a youth member of SAY. “Unsupervised” access is defined as a 50 yard radius around a youth member of SAY without another adult within that same radius. At the very least this will include all coaches, both head and assistant coaches.
- The Volunteer screening application will include an authorized signature to perform necessary background checks. When a background check is performed it will include:
  o Criminal background checks in any and all states where the candidate has lived in the past seven years
  o Sexual offender registry checks in any and all states where the candidate has lived for the last several years

All information collected about a candidate will be reviewed and used to determine if they are appropriate for the respective position. If retained, all information collected during the screening process will be included in the Area/District administrative files.
STRUCTURAL GUIDELINE FOR PROGRAMS

All SAY programs are designed to encourage safe interaction between coaches, contractors, volunteers, children or youth. The following guidelines are meant to keep established safeguards effective:

- The “Times Two” policy must be implemented in ALL SAY sponsored events. This includes practices, games, social activities, etc.

GENERAL CONDUCT

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide Staff during their interactions with children and youth. These guidelines do not and cannot outline every situation that may be encountered requiring Staff to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. SAY reserves the right to take disciplinary action against any Staff member whose actions are found to be inappropriate regardless of whether they appear in this section.

- Staff will treat all children and youth with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation or economic or social status. All effort must be made to avoid favoritism, or the appearance of favoritism.
- While representing SAY, Staff must not possess, distribute, use or allow others to use any alcohol or drugs.
- Staff must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behavior management.
- Staff must not participate in or allow others to engage in any form of hazing.
- Staff must not have sexual contact with children or youth.
- Staff must not dress, undress, shower or bathe with or in the presence of children or youth.
- Staff must not use physical punishment in any form. The only time physical force is allowed to be used against a child or youth is when their actions are placing others at an immediate risk for serious harm.
- Staff is prohibited from sharing sleeping locations with children or youth. This includes beds, tents, hotel rooms and other similar areas. Staff can sleep in open areas with children or youth as long as the area is large enough for the Staff member to have their own defined sleeping areas and other Staff are present.
- Staff must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of children or youth.
- Staff are not allowed to possess any sexually oriented materials (books, magazines, videos, clothing) when conducting business in the name of SAY.
- When one-on-one discussion or counseling is warranted, Staff interaction with a child or youth will take place in an area that allows for private conversation while in the presence of another Staff member.

If, for any reason, a Staff member feels there is a need to make an exception to these guidelines, they must submit to the Area/District President a written description of the incident and why their actions were necessary. Their report
will be reviewed for wrongdoing. A copy of the original report along with any additional findings will be retained by SAY pending further investigation.

REPORTING POLICY

SUSPECTED CHILD/ABUSE REPORTING PROCEDURES
In the course of operating a SAY program any staff who knows or has reasonable cause to suspect based on facts that would cause a reasonable person in a similar position to suspect, that a child under the age of eighteen years of age or a mentally retarded, developmentally disabled, or physically impaired child under the age of twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of a child, MUST report this to the child services agency or the local police. The report can be made either by telephone or in person and shall be followed by a written report, if requested by the receiving agency or officer.

If a written report is requested it shall contain:

- Name and address of the child.
- Name of child’s parents if known.
- Child’s age and the nature and extent of the child’s injuries, abuse or neglect that is known or suspected.
- Any other information that might be helpful.

The report must be made by the person having knowledge or reason to believe that the condition exists. In the process of providing the information for the report, be sure to note to whom you talked with, date, time and their contact information. After the incident is reported please contact the Area/District President providing the details as reported. A follow up call is recommended with the agency or officer to ensure that an investigation is ongoing and that there is movement towards the resolution of any issues. The information provided in the report is confidential as is the name of the person making the report and shall not be released for use and shall not be used as evidence in any civil action or proceeding brought against the person making the report. In other words, in any case where a good faith report was made and there ended up being no abuse, the person who made the report is immune from any criminal or civil damages. The public policy in Ohio, for example, as it is in other states, is to protect children, even if it means that there may be good faith false allegations from time to time. It is better to over-protect children than to under-protect them by failing to make and follow up on good faith reports.

For any questions regarding this policy please contact the SAY Chief Executive Officer for clarification. The number is 800.233.7291 ext. 1113 or email sshay@saysoccer.org.
5/5/2014

Dear Applicant,

In connection with your application for employment or promotion with COMPANY NAME, you authorized COMPANY NAME to perform a background check, either with internal resources or by using an outside agency. The Company notified you by letter dated 10/08/2012 of its preliminary decision to eliminate you from further consideration for employment or promotion based wholly or partially on the information contained in the report and gave you 5 days to review the report and provide corrected or complete information.

This letter serves as notification that we are unable to further consider you for employment at this time. This decision was influenced in whole or in part by a consumer report obtained through the Consumer Reporting Agency listed below.

Reference Services, Inc.
101 Plaza East Blvd., Suite 300
Evansville, IN 47715
(812) 474-9000

Reference Services, Inc. did not make the decision to deny you employment or promotion and they are unable to provide specific reasons as to why this decision was made.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under the Act. You have the right to obtain the information in your report by contacting Reference Services, Inc. This information will be provided for free if you contact Reference Services, Inc. within sixty (60) days of the date you received this letter.

You have the right to dispute the accuracy and completeness of any information in the report.

Thank you for your interest in employment with our organization.

Sincerely,

COMPANY NAME
A SUMMARY OF YOUR RIGHTS
UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

• You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

• You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  • a person has taken adverse action against you because of information in your credit report;
  • you are the victim of identify theft and place a fraud alert in your file;
  • your file contains inaccurate information as a result of fraud;
  • you are on public assistance;
  • you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

• You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

• Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed.
DISQUALIFYING OFFENSES

This list of Disqualifying Offenses was developed from Ohio Senate Bill 187 and as part of SAY’s volunteer screening criteria and is applicable for all SAY Areas and Districts. Areas should also be aware of the laws pertaining to the state in which they reside.

While this list will be the de-facto guide used by SAY in determining what action is to be taken in regards to the results of the applicants background check, other factors may also be considered; such as the laws of a particular state in which the applicant resides, and mitigating circumstances. Please note: This is not an all-inclusive list of disqualifying offenses.

Examples of Disqualifying Offenses

• Aggravated murder
• Murder
• Voluntary manslaughter
• Involuntary manslaughter
• Felonious assault
• Aggravated assault
• Assault
• Failing to provide for a functionally impaired person
• Aggravated menacing
• Patient abuse; neglect
• Kidnapping
• Abduction
• Criminal child enticement
• Rape
• Sexual Battery
• Unlawful sexual conduct with a minor
• Gross sexual imposition
• Sexual imposition
• Importuning
• Voyeurism
• Placing harmful objects in food or confection
• Felonious sexual penetration
• Drug abuse beyond minor drug possession
• Illegal administration or distribution of anabolic steroids
• Funding of drug or marijuana trafficking

• Multiple or repeat instances of less serious offenses (ex. DUIs)
• Compelling prostitution
• Promoting prostitution
• Procuring
• Prostitution; after positive HIV test
• Disseminating (obscene) matter harmful to juveniles
• Pandering obscenity
• Pandering obscenity involving a minor
• Pandering sexually oriented matter involving a minor
• Illegal use of minor in nudity-oriented material or performance
• Aggravated robbery
• Robbery
• Aggravated burglary
• Burglary
• Unlawful abortion
• Endangering children
• Contributing to unruliness or delinquency of a child
• Illegal manufacture of drugs/cultivation of marijuana
• Carrying concealed weapons
• Having weapons while under disability
• Improperly discharging firearm at or into habitation; school-related offenses.
• Corrupting another with drugs
• Domestic violence
• Public indecency
• Trafficking in drugs
WHO WILL REFEREE?

As with coaches, qualified referees will, in the beginning, be in short supply for your recreational program. Most organizations begin with anyone they can find with some knowledge of the laws of the game. Advertise your need for referees in your local newspaper. The news media usually have public service departments that will assist you in this area. Someone with experience as a soccer referee may be willing to assist in organizing your referee-training program. If you have such a person in your organization, appoint him as your Director of Referees. As your program grows, older players can be trained to referee in the younger age divisions. In fact, most well established programs could not function without the help of these players. A well-organized clinic for training referees should be a vital part of your yearly administrative functions. If you are part of an existing SAYArea, then the SAYArea could provide this training. If you are not, then your organization will have to assume this responsibility. Fortunately, the job of training referees is made easier by the excellent referee training supplies available to your organization from SAY. Also available to help you with holding a referee clinic is a training syllabus, both on our website at saysoccer.org and on CD available for purchase from the SAY Store.

Please Note: The SAY National Concussion Policy is required for ALL coaches and officials regardless of their age and/or status (i.e. Head coach, Assistant Coach, Head Referee, Assistant Referee, etc.). These procedures are designed to comply with recently passed legislation concerning concussion in youth sports. It will be necessary to complete a concussion training course every three (3) years. This policy can be found in this handbook under the title SAY National Concussion Policy. Also, this policy and complete course can be found under the concussion section of the SAY website at saysoccer.org.

Since the education and training of referees is so important to a youth soccer program, SAY has developed many support materials and programs for referees. This Administrator’s Organizational Handbook contains an entire section on how to recruit, train, retrain, schedule and evaluate referees. The SAY Rulebook includes the FIFA playing rules of soccer, modified for youth recreational play. The rulebook index provides quick and easy access to rules and regulations. Refereeing Youth Soccer is a valuable tool both on and off the field because it contains information on how to apply the laws of soccer to youth play.

Just as you should not ignore the importance of good officiating to the success of your soccer program, you should also not expect professional results from amateurs who are just learning. Some new referees could be driven from the scene by harsh criticism long before they have the opportunity to adequately develop their skills. The success of your referee program will depend on the willingness of the coaches, parents and program officials to recognize that your referees will make mistakes. As your soccer program grows, so should the quality of your officiating. It is also a good idea to track the progress of your referees by having them fill out a Referee Application, a copy of which follows this section.
To All Springboro SAY Soccer Players, Coaches, Parents and Fans:

The Clearcreek SAY Board would like to welcome you to the 2015 playing season. As members of the SAY National Organization, players and coaches along with parents and other spectators should recognize that the overall objective of SAY is maximum participation with even competition at the various age levels for everyone. To win at any cost may be the proper attitude for highly skilled professionals, but is contradictory to the basic objectives of the Soccer Association for Youth, USA.

The officials for this season have all been through extensive training through SAY and/or the United States Soccer Federation (USSF). Their job is to enforce the rules and regulations, which will ensure safe, enjoyable and fair competition. This DOES NOT mean that they will see everything the way you do or call everything the way you would. They will NOT tolerate unsporting behavior by anyone and WILL maintain order of the field and the sideline by issuing yellow and red cards for unsporting behavior by coaches, players and spectators.

In the game of soccer, the coach is responsible for the spectators. A yellow card is an official warning; a red card is ejection from the field and the game. Refusal to acknowledge a red card will result in forfeiture of the game. Please keep in mind that your children are watching.

Negative or harassing comments to or about players, coaches, referees or other spectators is NOT within the spirit of the SAY philosophy and will not be tolerated. Remember, SAY is all about Kids Having Fun, and this is a recreational soccer program.

We invite you to participate in the game by providing positive, enthusiastic comments to the players on BOTH teams and appreciating the time and effort it takes on the part of the players, coaches, referees, parents and administrative members to provide your child with a GREAT SAY experience.

Thank you for your cooperation.

Springboro Soccer, CYSA Board of Directors
First Name ___________________________   Last Name ___________________________
Address ___________________________   City_________ State_________ Zip_________
Home Phone ___________________________   Daytime Phone ___________________________
Fax Number ___________________________   Email Address (kept private) ___________________________

Male □ Female □

Interested in Refereeing:

□ Pre-school (U-6) □ Passer (U-8) □ Wings (U-10) □ Strikers (U-12)
□ Kickers (U-14) □ Minors (U-16) □ Seniors (U-19)

Soccer Experience:

Previous Referee Coordinator (if applicable) ___________________________

Highest Refereeing License Held ___________________________ Year Received _________

Other Experience ___________________________

I do hereby certify that I have not been convicted of a crime, which is punishable by more than two (2) years in jail, nor have I been subject of an indicated case of child abuse or a founded case of child abuse pursuant to the applicable law of the jurisdiction in which I reside and/or wish to referee.

Applicant’s Signature ___________________________ Print Name ___________________________ Date _________

I hereby agree that the Soccer Association for Youth (SAY), its members, coaches or officers shall not be liable for any injury or loss which I may sustain while participating in activities of any kind, whether sponsored by or under the supervision of SAY and I agree to indemnify and to hold harmless SAY, its members, coaches and officers or designates of any kind of claim whatsoever.

Applicant’s Signature ___________________________ Date _________
HOW MANY TEAMS ARE REQUIRED TO FORM A LEAGUE?

SAY does not require a new program to form teams in every age division in the first year or so of operation. SAY recognizes that your desires will be affected by the availability of playing facilities, financial consideration and the number of players who register. SAY does, however, encourage new organizations to field as many teams (both boys and girls) as possible to provide playing opportunity for as many players as possible. The minimum number of teams allowed to form a league is four. If you cannot field four teams in any age division, you may combine with another District in your SAYArea to fulfill the minimum requirement. This combining of teams to form leagues is a function of the SAYArea Board.

Many new organizations have been successful by beginning with teams in the younger age classes and adding the older classes as the program becomes better established. You will find that as the word spreads of your soccer program players will begin to turn out in sufficient numbers to provide your teams with enough players to form teams in all age classes.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DIVISION</th>
<th>AGE</th>
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</thead>
<tbody>
<tr>
<td>T</td>
<td>Toddler</td>
<td>3 (U-4)</td>
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<tr>
<td>PS</td>
<td>Pre-School</td>
<td>4-5 (U-6)</td>
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<tr>
<td>P</td>
<td>Passers</td>
<td>6-7 (U-8)</td>
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<tr>
<td>W</td>
<td>Wings</td>
<td>8-9 (U-10)</td>
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<tr>
<td>S</td>
<td>Strikers</td>
<td>10-11 (U-12)</td>
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<tr>
<td>K</td>
<td>Kickers</td>
<td>12-13 (U-14)</td>
</tr>
<tr>
<td>M</td>
<td>Minors</td>
<td>14-15 (U-16)</td>
</tr>
<tr>
<td>SR</td>
<td>Seniors</td>
<td>16-18 (U-19)</td>
</tr>
</tbody>
</table>

The lower age must be reached and the higher age not exceeded prior to August 1st of the current “playing year”. The “playing year” will commence on August 1st and end on July 31st.

A player who is qualified by age to play in one division may play in the next older division, but only with the written approval of the District Representative and a written request by a parent. In the toddler division, three year olds are not allowed to play in any other division. In the Pre-School Division (U6), 4 and 5 year olds are not permitted on regular SAY teams, except for five-year olds who will become 6 in August or September and who will be entering first grade that year.

In SAYAreas where there are not sufficient players to make up teams with (2) two-year age divisions, it is acceptable to use (3) three-year age groups in a division – or even (4) four-year age groups in a division. However, these wider differences do place a burden upon the younger children and should not be used unless it is absolutely necessary. If such teams play against standard (2) two-year age division teams, they are classified according to the oldest age on the team.
EQUIPMENT AND SUPPLIES
Fortunately, soccer is one of the least expensive sports to finance. For example, an entire team of sixteen players can be outfitted for the cost of about three football players. There are ever-increasing numbers of sporting goods stores specializing in soccer equipment. In many cases combining the purchases of some equipment with other SAY leagues in your SAYArea can result in a substantial savings. This is another advantage of affiliating with SAY. Available to your program are soccer balls, practice cones, field lining paint and lining equipment, goals and nets, trophies and many other supplies at substantially lower prices than you will find it at retail stores. These items may be obtained either directly through SAY or from an official SAY Soccer equipment supplier, such as www.soccer.com/SAY.

FIELD EQUIPMENT
Your first consideration in field equipment will probably be the goals. The cost can vary widely and your choice will depend on the funds available.

The recommended goal would be one made of a lightweight material that is “portable,” that is they can be moved for grass cutting, lining and most importantly for practices (so the grass is not worn out in the mouth of the goal). Portable goals also “give” if a player collides with the upright, which makes it a much safer goal than one that is permanently anchored in the ground. However, they should ALWAYS be anchored to the ground to prevent the goals from being accidentally tipped over, which may cause injuries. The best system to anchor these goals will still allow them to “give.” This can be done by attaching a short cable or chain with clips at each end. The cable would then be attached to a ground anchor that sets into the ground low enough to be mowed over. This type of goal can be purchased through a number of soccer equipment companies. Call the SAY National Office for our preferred provider and special discounts.

A permanent type of goalposts can be constructed of square tubular steel or 4” threaded pipe. You may be successful in finding someone to donate the labor and materials. Check with your city and county recreation departments. They may have funds available.

The most popular materials for lining the field are white latex paint and marble dust. Striping machines and aerosol cans make latex application very easy and long lasting. The method you use will depend on the number of fields, their locations and finances.

As a reminder, corner flag posts must be at least five feet high, at least one inch in diameter and not pointed at the top. The exception to this rule is the use of bicycle flags. Because of their low cost and greater availability, the SAY National Referee and Rules Committee (SNRRC) has agreed to legalize bicycle flags if used with a mandatory padded cover to prevent a dangerous backlash after a player has run through it. There are also legal corner flags with built-in springs that are less than five feet high.

UNIFORMS
A soccer uniform consists of a shirt, shorts and socks. It is important that the soccer uniforms be of distinctly different colors. More costly uniforms will generally outwear the cheaper ones. This is an important factor to consider depending on if you intend to collect them at the end of the season for to use again next season or if they will be used only for one season. Shirts should display a number, usually 6” high, on the back and the SAY logo on the front. Many leagues also use a logo on the front of the jersey.
advertising an organization or sponsor name. Personal equipment, such as shoes, shin guards and other protective equipment, is usually provided by the players. A pair of tennis shoes will do fine for the young players. However, soccer shoes with molded rubber cleats can be purchased at reasonable prices.

**Balls**
Soccer balls may be one of your major expenses if you plan to buy a game ball for each team. Careful consideration should be given to their quality and durability. A good quality ball will give years of service and, in the long run will be the least expensive. Again, combined purchasing with other SAY programs can result in considerable savings on soccer balls. Every player should be encouraged to purchase and bring their own ball to practices and games. SAYArea Administrators, as well as parents, may purchase excellent balls through the SAY National Office at discounted prices.

**Administrative Supplies**
Many administrative supplies are provided by SAY at no charge to our SAYAreas and Districts. Some are provided automatically, while others must be requested.

When it is time to register players and teams, an SAYArea or District Board Member will place an order for the Team Registration Packets. **This order should be placed at least two weeks before practices are scheduled to begin.** One Team Packet will be shipped to the SAYArea or District for each team registered. These Packets have 1 rulebook included, at no cost and various other materials. All coaches should be informed if the player roster needs to be submitted. SAY’s “Administrators’ Handbook” is available online in the publication section of our website saysoccer.org. Hard copies may be purchased from the SAY National Office.

Supplies that may be requested include sign up posters, SAYArea and League Champion patches, Certificates of Liability for the landowners where SAY functions will be held, Player Agreement forms and Player Cards. The “Cyber Circle” Administrative Newsletter (4 times a year) will be emailed to all SAYArea and District Administrators registered through the SAYArea/District Board List. Please be sure to include every board volunteer, not just the officers, so everyone will be kept informed.
RULES AND REGULATIONS – Control of referees, coaches, etc.

1. **Sign-Ups** – All original rosters must be turned in to the SAYArea and must contain player’s name, birth date, sex, telephone number, SAY age and name of District.

2. **District Referee Coordinators** will be responsible to the SAYArea Review Board.
   
a. The Referee Coordinator should know the rules and be able to correct mistakes made by referees. It is recommended that he or she take the test yearly.

   b. The Referee Coordinator will be responsible for reporting all ejections of coaches or players to the District Representative to handle problems within a District, but a report must be sent to the SAYArea Review Board or SAYArea Referee Coordinator.

3. The **SAYArea Review Board** will be made up of the Executive Committee and the SAYArea Referee Coordinator and will be permitted to meet out disciplinary action to all persons in the SAYArea as per their guidelines.

4. The **SAYArea Protest Committee/Ethics Committee** must not review a protest unless the money and protest are in the hands of the Protest Committee or Ethics Committee Chairman. All members of the Protest Committee/Ethics Committee must be notified that a protest has been received. A decision will be rendered within the guidelines provided in the “Due Process” article within the Program Administration section of the SAY “Administrators’ Handbook.”

5. **Spectator harassment** of the referees will be handled in the following way: The game will be stopped and both coaches called to mid-field. Coaches will be instructed to warn the fans. If harassment continues, the game will be suspended until the offending party leaves the area.
STARTING AT THE DISTRICT LEVEL
If your community is located in an existing SAYArea, you will be introduced to the people who are on the SAYArea Board for your SAYArea. They will help you set up your SAY program. Your community will most likely become a new District, forming leagues within the District when you have enough teams and combining your teams with those of other districts when you do not have enough teams.

If you are contiguous to or very close to an existing SAYArea and do not wish to apply for your own SAYArea, you may ask the SAYArea Board of the neighboring SAYArea to include you in their SAYArea. You would then become a new District in that SAYArea.

Whether you decide to start out as a SAYArea or district, the important thing is that you will have the assistance of people from SAY, people who have already gone through the experience of starting a new program, people who are willing to share their experiences with you.

THE DISTRICT AND THE DISTRICT REPRESENTATIVE
The grass roots of SAY are found on the District level. It is there that you find your neighbors working together for the community SAY Soccer program. Usually Districts are formed along community or school district boundaries. The determination of the exact boundaries of a District will be determined by the SAYArea Board. If a community is able to form at least four teams in any age divisions, it is usually large enough to constitute a District. In those classes where there are not enough teams to form a community (District) league, an inter-District league will be formed for that season by the SAYArea Board. Even if a small league can be formed internally, combining with another league will result in a better variety of opponents.

NON-GEOGRAPHIC ORGANIZATIONS
Examples of organizations that exist without specific geographic boundaries are YMCA’s, athletic clubs, fraternal organizations and larger private and parochial schools. In the growth of SAY, the use of existing organizations of these types has been helpful to younger programs. However, experience has shown that administration is more efficient on the SAYArea level if the SAYArea is divided only into distinct geographic Districts, rather than to have teams formed by organizations that have members in more than one District.
SAYAREA DIVISION PROCEDURES

An established single SAYArea contemplating dividing the SAYArea into two or more SAYAreas shall follow specific procedures.

The following information and documentation must be submitted to the SAY National Office for presentation to the National Board of Directors for approval of the SAYArea division.

1. The name of the existing and the new SAYArea(s).
2. A board of directors list for both the existing and new SAYArea(s).
3. The effective date of the SAYArea division.
4. A detailed map showing the geographical boundaries of the existing SAYArea and a separate map detailing the proposed geographical boundaries for the existing and new SAYArea(s).
5. A document detailing any and all extenuating agreements made to ease in the transition from one to two or more SAYAreas signed by the SAYArea Presidents of all SAYAreas involved. (i.e., interplay issues, fund divisions, community communications, etc.)
6. Meeting minutes from the SAYArea meeting in which the SAYArea division was approved.
7. Provide any other materials as deemed necessary by the National Board of Directors.

All materials listed in this policy must be submitted for National Board of Directors approval at least 120 days prior to the proposed effective date of the SAYArea division. The proposed effective date of the SAYArea division must be at least 120 days prior to the start of the next playing season.
In this section, we will try to answer many of the questions that will surely arise as you begin the administration of your new program. The methods, procedures and forms in this section have been used successfully by many established SAYAreas and Districts and are the result of trial and error over a period of years. Out of this, have come many positive and helpful suggestions on administrative problems.

YOUR CONSTITUTION AND BY-LAWS
It is required for your organization to have a constitution and by-laws to provide a fundamental principle of law for your Board of Directors to follow and to lend a sense of permanency to your organization.

It should be emphasized that this guide has been prepared to assist you in the preparation of your own constitution and by-laws. Conditions peculiar to your community and your local and state laws may require some deviation. SAY strongly recommends that you consult a local attorney and discuss with him/her your constitution and by-laws as well as the advisability of the incorporation of your organization. Non-Profit status for your SAYArea or District through SAY’s Group Exemption is available upon request to the SAY National Office.

The constitution usually covers the fundamental rules of the organization, while the by-laws explain how these fundamentals are to be administered. Sometimes all articles are combined into the constitution. The following Sample Constitution is available in electronic format for ease in adapting it for your own purposes. A copy of your original Constitution and By-Laws and all subsequent changes should be submitted to the SAY National Office for filing.

OUTLINE FOR CONSTITUTION

<table>
<thead>
<tr>
<th>Article</th>
<th>Section</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>Name</td>
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<tr>
<td>II</td>
<td>Purpose</td>
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<td>III</td>
<td>Statement of Affiliation</td>
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<td>V</td>
<td>Membership</td>
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<td>VI</td>
<td>Governing Body</td>
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<td>VII</td>
<td>Election</td>
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<td>VIII</td>
<td>Meetings and Quorum</td>
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<tr>
<td>IX</td>
<td>Removal</td>
</tr>
<tr>
<td>X</td>
<td>Amendments</td>
</tr>
</tbody>
</table>
SAMPLE CONSTITUTION

ARTICLE I
NAME

The name of the organization shall be known as ________________________________.

ARTICLE II
PURPOSE

To provide for the children of the ______________________ (define boundaries), a quality soccer program involving as many members of the community as possible, in affiliation with the Soccer Association for Youth, USA. To develop and encourage sporting behavior among its members and players for the betterment of their physical and social wellbeing.

ARTICLE III
AFFILIATION

This organization (or corporation or association) shall be affiliated with the Soccer Association for Youth, USA, an Ohio corporation, and shall be governed by and shall comply with the principles, rules and regulations enunciated and decreed by the Soccer Association for Youth, USA.

ARTICLE IV
POWERS

This organization shall have the following powers in addition the powers expressly or implicitly conferred on it by law: To make and enforce rules and regulations promulgated by the Soccer Association for Youth, USA, to which organization is subject. To enter into contracts and to hold and own property.

ARTICLE V
MEMBERSHIP

Requirements for membership and privileges of membership should be specified in this article. Membership is usually defined as players, program administrators, any coach, assistant coach or league official, regardless of whether he/she has a child in the program. The privilege usually extended to the membership is the entitlement of one vote in the election of the officers of the association.
ARTICLE VI
GOVERNING BODY

The governing body of the organization shall be the Board of Directors. Said Board may adopt such rules and regulations for the conduct of its meetings and management of the organization, as it may deem proper, that are not in conflict with the rules and regulations of the Soccer Association for Youth, USA. The Board of Directors shall consist of the following:

- **Officers** – President, Vice-President, Secretary, Treasurer
- **District Representatives** – One from each District within SAY Area
- **Directors** – Referees, Scheduling, Publicity, Equipment, Fields
- **Division Coordinators** – Pre-School (U6), Passers (U8), Wings (U10), Strikers (U12), Kickers (U14), Minors (U16), Seniors (U19)

A board of this size may be a little cumbersome for a new league with only a few teams. However, all of the above-mentioned duties would eventually have to be handled by someone, so it is a good idea to include all of these positions in your constitution. You may have to include additional positions as your Area and needs demand.

ARTICLE VII
ELECTION

The Officers of the organization shall be elected and shall be the Executive Committee. The balance of the Board of Directors shall be appointed by said Executive Committee. No two members of the same family shall be members of the Executive Committee. The Past-President may sit on the Board as an advisor in a non-voting capacity.

Provisions for the right to vote and the right to vote by proxy of Board members should be included in this section.

In Districts, or Areas with only a few Districts, the following procedures are appropriate.

The Election of the Board of Directors shall be by the membership and shall be conducted at a meeting called by the presiding Board of Directors. The Board of Directors shall appoint a nominating committee at least one month before the elections meeting. The nominating committee will develop a slate of candidates for elections to the new Board of Directors.
Election will be at the last meeting of the fiscal year. Ballots will be given to all members present. Candidates elected shall take office at the close of the election meeting.

In Areas with many Districts, the most common procedure is to have one Director from each District, chosen by that District, make up the Board of Directors.

Officers will be elected from the Board of Directors by the Board of Directors.

**ARTICLE VIII**

**MEETINGS AND QUORUM**

This Article should be used to establish the frequency of regular meetings. Include provisions for an Annual Meeting. All meetings shall be conducted according to “Roberts Rules of Order”. A quorum is usually 50% of the Board of Directors.

**ARTICLE IX**

**REMOVAL**

Any Board member may be removed at any time for actions that are deemed detrimental to this association. Removal shall be by two-thirds (2/3) affirmative vote of the Board of Directors.

**Wrongful Expulsion** – It is best for the Code of Ethics or “penalty” section of the rules to allow a scale of punishment ranging through such possibilities as verbal reprimand, public reprimand and the terminal remedy of expulsion. A system of rules and regulations that does not contain some provision for a penalty for enforcement purposes is a useless set of rules. In addition to substance, there are procedural considerations on the proper ways to enforce rules and regulations. Each organization should have a set of written guidelines that can be followed to assure the use of fair procedures in the administration of discipline. This is called “due process” and is very important. You always want to be fair because the appearance of lack of fairness or due process can be the cause of a lawsuit. Due process guidelines are included at the end of this section of the handbook.

**ARTICLE X**

**AMENDMENTS**

This constitution may be amended by a two-thirds (2/3) majority (provided a quorum is met) affirmative vote of the Board. Any such amendments shall be presented at one meeting and voted on at a subsequent time within thirty (30) days after said meeting. The vote shall be by a show of hands.
SAMPLE BY-LAWS

Your by-laws are an agreement of the members of your association for the regulation of internal affairs and for dealings of the association with other parties. Some of the subjects covered under the by-laws are as follows:

DUTIES OF THE BOARD OF DIRECTORS

The duties for each member of your Board of Directors should be spelled out in detail to avoid confusion about what each specific job entails. These duties should be part of your by-laws. Make sure that each member of your Board has a copy and understands his/her job. The following duties are offered as a guide to be refined and changed to suite your own needs.

BODY

Members of the Board of Directors shall:

1. Carry out their duties in a spirit of cooperation, keeping in mind that the program belongs to our youth.
2. Use their own initiative and imagination in fulfilling duties.
3. Attend the meetings of the Board of Directors.
4. Keep a notebook for meetings and report progress made at each meeting of the Board of Directors.
5. Assist in conducting registration.

PRESIDENT

The President shall:

1. Uphold and enforce the constitution of __________________________.
2. Coordinate and represent entire program.
3. Conduct monthly meetings of the Board of Directors on a regular basis and follow up to make sure jobs are being done. Call special meetings of the Board as deemed necessary.
4. Assist in selecting people to fill non-elected positions on the Board.
5. Pass on knowledge or information from previous years to administrative personnel.
6. Assist in registration and draft.
VICE-PRESIDENT

The Vice-President shall:

1. Preside and carry on the duties of the President In the event of the President’s absence or disability.
2. Assist in registration and conduct the draft.
3. Be the President’s liaison to all committees and shall report to the President.

SECRETARY

The Secretary shall:

1. Keep minutes of the meetings of the Board of Directors.
2. Give notice of all meetings when directed by the President.
3. Be responsible for all correspondence as directed by the President and the Board of Directors.
4. Send letters of appreciation to all sponsors and patrons.

TREASURER

The Treasurer shall:

1. Collect all funds due the association and make disbursements for payments of all obligations as authorized by the Board.
2. Keep a suitable set of books and shall submit monthly statements to the Board of Directors and year-end statement covering all receipts and expenditures and a balance sheet.
3. Submit a copy of the year-end statement to the SAY National Office for filing.

DIRECTOR OF EQUIPMENT

The Director of Equipment shall:

1. Distribute all practice balls, game balls and uniforms to the division coordinators and keep a record of such distribution.
2. Distribute the field equipment (flags, nets, etc…) to the Director of fields.
3. Collect, inventory and store equipment belonging to the association at the end of each season.
DIRECTOR OF FIELDS

The Director of Fields shall:

1. Locate sites for playing and practice fields.
2. Enlist volunteers in each field area to help in marking and maintaining fields.
3. Supervise in the initial layout and marking of fields and making sure fields are free of rocks, holes and debris.

DIRECTOR OF SCHEDULING

The Director of Scheduling shall:

1. Prepare the scheduling of all regular season games and be responsible for the scheduling of all make-up games.
2. Work through the division coordinator in scheduling make-up games.
3. Prepare a separate schedule for each division, both male and female and give copies to each division coordinator for distribution. Schedules shall include team names and the time and location of each game.

DIRECTOR OF PUBLICITY AND INFORMATION

The Director of Publicity and Information shall:

1. Be responsible for the printing of all material necessary to run the soccer program.
2. Be responsible for publications of scores to the local news media. Secure a “Hold Harmless” and a “permission to print” waiver at registration for all players. (samples included in back)
3. Represent the association to any organization as directed by the President of the Board of Directors.
4. If desired, employ a photographer for team pictures to be distributed to each player during the soccer season.

DIRECTOR OF PURCHASING

The Director of Purchasing shall:

1. Be responsible for the buying of uniforms, balls, nets, flags and all other equipment necessary to the soccer program.
2. Turn over the materials purchased to the appropriate Directors for distribution.
3. Seek out multi-bids (at least two) for any purchases over $100. Bids must be made part of the purchase records and available for review.
DIRECTOR OF REFEREES

The Director of Referees shall:

1. Be responsible for acquiring and assigning referees for all scheduled games.
2. Contact all potential referees using the previous year’s referee roster and inform them of the referee clinic dates.
3. Be responsible for attending and/or conducting clinics for all referees using “Refereeing Youth Soccer,” the “SAY Rulebook” and/or the SAY Referee Training Syllabus and/or PowerPoint CD as a guide.
4. Distribute SAY rulebooks to all referees.
5. Be responsible for fees owed to referees and shall present a statement to the Treasurer for payment. Fees will be determined by the Board of Directors.
6. Report to the President any action by a player, coach, assistant coach or spectator that has resulted in a protest or possible disciplinary action.

DIRECTOR OF SAYAREA/DISTRICT WEBSITE

The Director of SAYArea/District Website shall:

1. Be responsible for establishing and/or maintaining an Internet Website to keep membership informed of Administrative, Referee, Coach, Parent and Player information.
2. Be responsible for compilation and proper distribution of on-line registration information.
3. Seek Website sponsorship to raise funds for SAYArea use.
4. Compile member e-mail addresses for use in notifying members of upcoming SAYArea events.
5. Keep SAYArea events, schedules and standings available on-line for SAYArea membership viewing.

DIVISION COORDINATOR

The Division Coordinator shall:

1. Be liaison between the division coaches and the Board of Directors as “Coach Representatives.”
2. Receive and distribute uniforms, balls and other association material and keep a record of such distribution.
3. Be responsible for collecting all equipment from division coaches immediately after the soccer season is completed.
4. Distribute printed material to coaches as directed by the Board.
5. Be responsible for seeing that every team in their division has a coach.
6. Assist the President and Vice-President in conducting the division draft.
7. Keep divisional team standings (win, tie, loss, and points) and report them to the Director of Publicity and the Website Director at the end of each week’s play.
8. Schedule practice times for all division teams at designated fields.

REPRESENTATIVES TO THE SAYAREA BOARD

Representatives to the SAYArea Board shall:

1. Attend all meetings of the SAYArea Board and vote in that organization on behalf of ___________________________ Soccer Association for Youth.
2. Keep the District organization informed of the activities of the SAYArea Board as it relates to tournaments, clinics, rule changes, etc.

OTHER SUBJECTS TO BE COVERED IN THE BY-LAWS

League Coaching Rules

This section will establish how your league will select and approve coaches, age qualifications, number of teams permitted each coach, coach’s seniority, coaching responsibilities, etc.

Player Distribution

This is governed by SAY rules and is covered in the SAY Rulebook.

Handling of Protests

You should appoint a protest committee to handle all protests. It is advisable for at least one member of the protest committee to be the Director of Referees or someone who is knowledgeable in the laws of the game.

Discipline

It is strongly recommended that you develop a code of discipline for any action by a player, coach or spectator that has resulted in ejection from a game by a referee. It is advisable to have a minimum penalty for such actions and the discipline committee reserves the right to take further action based on the facts as presented. All Area decisions concerning discipline for infractions covered by the pre-published code of discipline are final and cannot be appealed to National level. All coaches and players are furnished with a copy of league discipline rules. Suggested code of discipline guidelines are included at the end of this section.
FINANCE AND BUDGET

Your first budget will be most difficult to develop. It may be helpful to review the budget of an SAYArea that is nearby. To assist in eliminating some of the guesswork, you will want to consider some of the variables listed below:

1. Will you have to develop and maintain your own fields?
2. Do you intend to collect uniforms after each session?
3. How many players will register in your league?
4. How many games for each team?
5. How much will you pay referees?
6. Will you be able to meet expenses with only a registration fee, or will you need a fund-raising project or team sponsors?
7. Is your league located in a residential area with little or no business to assist with financing?
8. Will you provide trophies or other awards for your winning teams?

CONTROLLED SPENDING
Remember that it is always easier to spend money than to raise it. A sensible budget and controlled spending are vital to the success and permanency of your organization.

The task of financing may be delegated to a Finance Committee. This committee could be headed by the Treasurer with another Board member on the committee, and should have a strong voice in the planning of all other committees. The other committees will be of little value if they do not confine themselves to the practicality of the budget and anticipated income.

Authorization for the purchase of equipment and supplies should be limited to two or three officers or committee chairpersons.

ANNUAL REGISTRATION FEES
Many leagues finance their entire program with registration fees alone. They feel that the parents would rather pay a little extra than be bothered with fund raisers such as: raffle tickets or candy sales.

An example of the fees might be $50.00 for the first child, $45.00 for the second and $40.00 for the third with a maximum cost of $135.00 per family. If you are considering this method of finance, you might compare the fee per player with other youth organizations in your community. If you feel it is in line, you may want to consider this method of finance.

FUNDRAISING
You may choose to lower your registration fee and supplement the income of your league with fundraising projects, or you may choose to finance your entire program with
fundraising. This may be entirely possible if, for example, all your playing fields are located in an area with existing concession facilities.

SAY National has teamed up with SweatX to provide the absolute best fundraising opportunity for your league. Check out saysoccer.org/sweatxleagues.aspx for details.

The number of methods for raising money is limited only to your imagination and ambition of the adult volunteers in your community.

SPONSORS
When approaching businesses for potential sponsorship, it might be well to consider that they might have been approached by several groups for the same purpose.

Sponsors should be asked for a specific fee for the year, i.e. $100 - $300. The sponsor should be guaranteed that he would not be approached for additional funds in the same year.

It is a general practice to display the sponsor’s name on the uniform to give advertising value to the contribution.

OTHER INCOME SOURCES
Some organizations, persons or groups will simply make contributions to your league in the form of cash for operating expenses, or labor and materials for specific projects. In asking for these contributions, make sure that the person or organization knows why the money is needed and what your organization is contributing to the youth of your community. Remember, personal donations made to SAY will be tax deductible on Federal Income Tax if your organization files with SAY National to be included in our Group Exemption.

PLANNING YOUR BUDGET
You will have no idea of how much you can spend on any particular item unless you have adopted a budget. The Finance or Budget Committee will need some idea of the cost of the various supplies and equipment needed before a meaningful budget can be adopted. The following sample budget is offered to assist you in developing your own budget. The items listed in this outline are typical of those for most District budgets. Conditions peculiar to your organization may require some additions or deletions.
## BUDGET OUTLINE

### INCOME
- Registration fee (# of players?) .............................................. $
- Sponsors .................................................................................. $
- Fundraising .............................................................................. $
- Other ....................................................................................... $

*Total Income* → $

### ESTIMATED EXPENSES
- Uniforms .................................................................................. $
- Soccer Balls ............................................................................. $
- Nets .......................................................................................... $
- Ball Bags .................................................................................. $
- Field Markers ........................................................................... $
- Corner Flags ............................................................................. $
- Goals ......................................................................................... $
- Line Marking Materials ........................................................... $
- Registration to SAY ............................................................... $
- Referee Training ....................................................................... $
- Coaching Manuals .................................................................... $
- Rulebooks (extra) ..................................................................... $
- Referee Fees ............................................................................ $
- Printing Registration .............................................................. $
- Awards ....................................................................................... $
- Team Pictures ........................................................................... $
- Top Soil ..................................................................................... $
- Grass Seed ............................................................................... $
- P.O. Box Rental ......................................................................... $
- Storage Rental ......................................................................... $
- Postage ....................................................................................... $
- Cost/Fundraising ....................................................................... $
- Telephone (soccer hotline) ....................................................... $
- Website ....................................................................................... $
- Registration Software ............................................................ $
- End of Season Tournament ...................................................... $

*Total Expenses* → $

It is a good idea to end the year with a surplus, this allows you to continually invest in your program, i.e. goals, field equipment, etc.
# Estimated Income

Estimated Player Registration – 900

Balance – December 31, 2013  
$ 606.41

Estimated Receipts from Registration:  
(Based on Average Cost Per Player of $50.00)  
$ 45,000.00

Total Estimated Receipts After Registration:  
$ 45,606.41

# Estimated Expenses 2014

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referee Fees</td>
<td>$ 4,800.00</td>
</tr>
<tr>
<td>Rulebooks for Referees – 25 @ 1.50/ea</td>
<td>$ 37.50</td>
</tr>
<tr>
<td>Coaching Books – 20 @ 10.00/ea</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>Schedules (printing)</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Registration Notices</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Goalkeeper Shirts (Youth) – 44 @ 10.00/ea</td>
<td>$ 440.00</td>
</tr>
<tr>
<td>Goalkeeper Shirts (Adult) – 20 @ 12.00/ea</td>
<td>$ 240.00</td>
</tr>
<tr>
<td>Uniforms – 900 @ 17.00/ea</td>
<td>$ 15,300.00</td>
</tr>
<tr>
<td>Patches (Awards) – 1,000 @ .95/ea</td>
<td>$ 950.00</td>
</tr>
<tr>
<td>SAY Player Fees – 900 @ 10.00/ea</td>
<td>$ 9,000.00</td>
</tr>
<tr>
<td>USSF Player Fees (paid through SAY) – 900 @ 1.00/ea</td>
<td>$ 900.00</td>
</tr>
<tr>
<td>Balls (#3) – 35 @ $10.00/ea</td>
<td>$ 350.00</td>
</tr>
<tr>
<td>Balls (#4) - 15 @ $10.00/ea</td>
<td>$ 150.00</td>
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<tr>
<td>Balls (#5) – 14 @ $10.00/ea</td>
<td>$ 140.00</td>
</tr>
<tr>
<td>Ball Bags – 64 @ $5.00/ea</td>
<td>$ 320.00</td>
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<tr>
<td>Field Markers</td>
<td>$ 120.00</td>
</tr>
<tr>
<td>Top Soil</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>P.O. Box Rental</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Grass Seed</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Work on Field</td>
<td>$ 400.00</td>
</tr>
<tr>
<td>Paint (Field Marking)</td>
<td>$ 500.00</td>
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<tr>
<td>Nets – 3 @ 80.00/ea</td>
<td>$ 240.00</td>
</tr>
<tr>
<td>Fertilizer (2 applications)</td>
<td>$ 600.00</td>
</tr>
<tr>
<td>Corner Flags – 5 sets @ 25.00/set</td>
<td>$ 125.00</td>
</tr>
<tr>
<td>Website free through Blue Sombrero</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Registration Software free through Blue Sombrero</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>End of Season Tournament</td>
<td>$ 4,000.00</td>
</tr>
</tbody>
</table>

Total Estimated Expenses  
$ 39,262.50

Estimated Excess of Income over Expenses  
$ 6,343.91
The registration of the players in your league should be well planned. A good percentage of the problems that can occur at mid-season or at tournament time are a result of haphazard registration of players. Effective advance publicity will assure you of getting a good percentage of your players registered on your first registration date. Display the FREE customizable SAY registration posters (available for customization and printing through the Administrative section of our website, saysoccer.org) well in advance and at well-traveled locations. Use the public service announcement section of your local newspaper, local radio stations, social media and/or community websites.

The most effective way to contact all the players is through the schools. Your school system may permit your organization to distribute registration notices through the classrooms. Divide notices into sets of 25 or 30 notices for easy distribution to each classroom. The easier you make it for the schools to distribute the material, the more likely you are to get their permission.

If you hold your registration in a central location, at a school for example, plan ahead for a good flow by arranging the room so as to avoid congestion and long lines. The cafeteria or gym is the best option as there will be ample room for parents and players to sit down and fill out the registration information. Display a large poster showing age classifications. This will eliminate confusion when registration cards are being filled out. Have local phone books available for reference of emergency numbers and doctors' numbers. Set up an information table with people who can answer questions that members might ask. Consider displaying the league budget so that parents will know how the money is being spent. A good idea is to investigate programs that allow mobile credit card payments (cube, square) or by setting up a merchant account through your bank. A cash box is a necessity for the checks and cash received from your members. If possible, have your Treasurer handle all of the funds.

Registration is probably the only time you will see all the parents in one location on the same day. This is an excellent opportunity to enlist additional volunteers for coaches, referees, field maintenance, etc. A more up-to-date form of registration is through online registration packages – a free online registration package is available through our partner Blue Sombrero at www.bluesombrero.com.

No matter how well you publicize your first registration; there will be those who will miss it for one reason or another. It is much easier to handle later registrants on a given day rather than having them register through various Board Members. If you feel that a second registration is needed, plan it for about two weeks after the first registration. Be sure to choose a registration cut-off date. If you don’t, you will have people registering well into the season. By publishing a cut-off date, you can accept late applications for a waiting list and these players can be placed if there is room on the teams you have drawn for that season. If you expect a large waiting list, you may intentionally form small teams, allowing for placement of late registrants.

Another approach to registration is through the mail or email. This method is best used after your first year when you have a player database to use for mailing your registrations. You should still have a walk-in registration for new registrants, or people...
who would rather register in person. Mailed registrations should have a cut-off date based on a postmark date. “All registrations must be post-marked no later than ….” Again, all those received after this date would be placed on a waiting list.

MEDICAL EMERGENCY FORMS
These forms are a necessary part of registration and the best time to ensure that they are completed by the parents is at registration time. This can be given as a separate form or included on the main registration form.

CONSENT FOR EMERGENCY MEDICAL TREATMENT
We, the Parents of ____________________________, give permission for emergency medical treatment of our child for illness or accident if we cannot first be contacted.

Emergency Phone: Parent or Guardian Name_______________________ Phone_____________________
Emergency contact other than parent: Name_______________________ Phone_____________________
Relationship__________________ Does your child have any allergies or require any special Medication?

No ☐ Yes ☐ Explain________________________________________________________________

_________________________________________________ _______________________________
Parent/Guardian’s Signature Date

HOLD HARMLESS STATEMENT
Whether you use the sample form in the Administrator’s Handbook OR you create your own form to meet your specific needs, the following language MUST appear on your individual registration form for a parent/guardian signature:

WE HEREBY AGREE THAT THE SOCCER ASSOCIATION FOR YOUTH (SAY) ITS MEMBERS, COACHES OR OFFICERS SHALL NOT BE LIABLE FOR ANY INJURY OR LOSS IN WHICH MY CHILD MAY SUSTAIN WHILE PARTICIPATING IN ACTIVITIES OF ANY KIND WHETHER SPONSORED BY OR UNDER THE SUPERVISION OF SAY AND WE AGREE TO IDEMNIFY AND TO HOLD HARMLESS SAY, IT’S MEMBERS, COACHES AND OFFICERS OR DESIGNATES OF ANY KIND FROM ANY CLAIM WHATSOEVER.

PARENT OR GUARDIAN SIGNATURE
_________________________________________________ Date

This statement CANNOT be altered to include your District, SAYArea, SAY Organization, City, etc. If you need an additional statement that includes any other entity, then simply add another statement beneath this statement on your player registration form, electronic registration form, etc.

Our insurance carrier dictates this.
# SAMPLE REGISTRATION FORM

**First Name** | **Middle Initial** | **Last Name** | **Sex**
---|---|---|---

**Address**

**Zip** | **Phone** | **Date of Birth**
---|---|---

**Mother’s Name** | **Father’s Name** | **(or) Legal Guardian’s Name**

**School Attending** | **Grade**
---|---

<table>
<thead>
<tr>
<th><strong>Youth</strong></th>
<th><strong>YM (10-12)</strong></th>
<th><strong>YL (14-16)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YS (6-8)</strong></td>
<td><strong>AM</strong></td>
<td><strong>AL</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Adult</strong></th>
<th><strong>YM (10-12)</strong></th>
<th><strong>YL (14-16)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AS</strong></td>
<td><strong>AM</strong></td>
<td><strong>AL</strong></td>
</tr>
</tbody>
</table>

**SHIRT SIZE (circle one)**

**SHORTS SIZE (circle one)**

### PARENTS – Please sign up for one of the following:

- [ ] Boys Head Coach
- [ ] Boys Asst. Coach
- [ ] Girls Head Coach
- [ ] Girls Asst. Coach
- [ ] Team Parent
- [ ] Concessions
- [ ] Referee
- [ ] Sponsor
- [ ] New Player
- [ ] Experienced Player

**Wants to play with brother/sister**

**Position Played**

### CONSENT FOR EMERGENCY MEDICAL TREATMENT

We, the Parents of ________________________________, give permission for emergency medical treatment of our child for illness or accident, if we cannot first be contacted.

**Emergency Phone:** Parent/Guardian Name __________________________ Phone__________________

**Emergency contact other than parent:** Name __________________________ Phone__________________

**Relationship** __________________________

Does your child have any allergies or require any special Medication?

- [ ] No
- [ ] Yes
- [ ] Explain

We hereby agree that the Soccer Association for Youth (SAY), its members, coaches and officers shall not be liable for any injury or loss that my child may sustain while participating in activities of any kind, whether sponsored by or under the supervision of SAY and we agree to indemnify and hold harmless SAY, its members, coaches, officers and designates of any claim whatsoever.

**Parent/Guardian’s Signature** __________________________ **Date** __________

**DO NOT WRITE IN BOX – SOCCER ORGANIZATION USE ONLY**

**Playing Age (as of July 31)** __________________________

**Division** __________________________

**Fee Paid $___________**

- [ ] Cash
- [ ] Check #_________ Rec’d. By___________ Date_____________

**Team Assigned** __________________________

**Coach** __________________________
CONSENT TO PUBLISH PHOTOS

I HEREBY GRANT ____________________________ SAYAREA/DISTRICT NAME permission to publish photos of the SAY Soccer season, which may include pictures of my child ______________. I understand that if names are listed, it will be my child’s first name only, in an attempt to comply with the National Child Protection Act. Further, I understand that every attempt will be made to prevent unauthorized access to online information and hold SAY Soccer harmless for the accidental dissemination of information.

___________________________________________________
Parent or Legal Guardian Signature Date

REFUSAL TO GRANT CONSENT

I HEREBY REFUSE TO GRANT ____________________________ SAYAREA/DISTRICT NAME permission to publish photos that include my child _____________________________.

___________________________________________________
Parent or Legal Guardian Signature Date
While your actual playing season will last only two to three months, the successful operation of your program will require the attention of your league administrators, to some degree, twelve months out of the year. The suggestions for a month-to-month work schedule is outlined below but may need some adjustments for your league.

However you do it, plan ahead and set realistic goals. This will give you and your fellow Board Members a sense of direction and the opportunity to achieve these goals.

**First Month**
- Appoint all non-elected Board members
- Appoint discipline, protest and finance committees
- Set dates for future meetings
- Appoint Director of Referees
- Secure Board list of District Representatives and/or Presidents, including SAYArea officers – As soon as completed, send to the National Office

**Second Month**
- Issue list of Board Members’ names, email addresses and telephone numbers
- Distribute copies of constitution and by-laws to new Board Members
- Coordinators to contact coaches from previous years and complete Volunteer Screening Application
- Begin to prepare coaches list for current year
- Discuss clinic plans for coaches and referees

**Third Month**
- Projections on estimated registration
- Determine number of new fields needed
- Prepare estimated budget for current year
- Set registration dates and location
- Discuss playing and organizational rules and changes
- Discuss player draw procedures – make sure everyone realizes that draw must be supervised
- Discuss procedure for additional players

**Fourth Month**
- Present budget for approval
- Print registration forms and notice of registration
- Distribute registration notices to schools and local newspapers
- Conduct registration
- Conduct clinics to train referees
Fifth Month
- Conduct final registration if needed
- Establish a number of teams in each division
- Order all uniforms and association equipment
- Make arrangements for team pictures
- Begin plans for SAYArea Tournament

Sixth Month
- Continue to recruit coaches and referees
- Prepare draw rosters and assign coaches to teams
- Conduct the player draw
- Begin preparation for fields
- Hold clinics to train coaches
- Order team registration packets

Seventh Month
- Coaches contact teams and select names for teams
- Begin to prepare practice and playing schedules
- Distribute team registration packets
- Announce deadline for return of rosters
- Check rosters for proper age distribution

Eighth Month
- Practice and playing schedules completed and printed
- Practice begins
- Distribute uniforms, team packets, balls, playing schedules, picture schedules and coaching guidelines
- Fields ready for play
- Assign referees to games

Ninth Month
- Season begins
- Publish team standings and scores
- Team Pictures
- Collect, verify and sign team rosters – submit to SAY National Office with Report Form electronically
- Order SAYArea Tournament trophies – Finalize plans for SAYArea Tournament
- Order League Champion and SAYArea Champion patches

Tenth Month
- Distribute team pictures
- Regular season ends – post-season tournaments begin
- Pre-tournament meeting for coaches
♦ Distribute League Championship patches and other awards
♦ Collect, inventory and store equipment
♦ Appoint nominating committee for electing officers

Eleventh Month
♦ Last regular meeting of the year
♦ Send letters of appreciation to all sponsors and patrons
♦ Honor the workers
♦ Treasurer’s year-end statement
♦ Election of new officers

Twelfth Month
♦ New/Old officers get-together
♦ Take a well-earned break!
TEAM DRAW

Even competition at all levels is the basis for SAY philosophy and is the objective of the SAY player draw rules. The method of distribution of the players in your program is covered in detail in SAY’s Organizational Rules found online in the publication section at saysoccer.org.

You should conduct the draw for each division separately to avoid confusion, if manual. Draw rosters should be prepared in advance and your registration cards sorted into appropriate groups so that the draw will run smoothly. All the ages on the draw cards should have been double-checked by this time.

The division coordinators and coaches should all be given the opportunity to attend and participate in the draw for his/her division. After all cards have been drawn, the coaches will then transfer the names, addresses and telephone numbers to the coaches draw roster, an online form is suggested and can be found in the forms section of our website. Three copies of the draw rosters should be made so the coach, division coordinator and draw chairperson may each have a copy. A player draw form is helpful in keeping track of the number of players to be drawn for each team. Illustrations of this form and the coaches draw roster are shown at the end of this section. Electronic rosters are required for submission to the SAY National Office. Several options are available for electronic roster submission. Please contact the SAY National Office for details at 800-233-7291.

Since it is recommended that all coaches attend the player draw, if you do a manual draw versus a computerized draw, this is a good opportunity to explain coaching responsibilities and league discipline rules. You will want to hand these out to each coach so that he/she may refer to them when necessary.

Coaches should contact their players immediately after the draw to verify the information on their draw rosters. Any discrepancy should be reported to the division coordinator.

Refer to Organizational Rules online in the publication section of saysoccer.org – LEGAL TEAM, Formation of Teams – for exact procedures to be followed for conducting a player draw.
SCHEDULING OF GAMES

The number of games each team will play will be determined by the number of fields available and the number of weeks that can be allocated to soccer games. If there is an SAYArea or State Tournament planned, league play must be completed in time for tournament play.

To assist in making out the league schedules, the following keys are offered and should make an otherwise difficult job relatively easy.

GAME SCHEDULE KEYS

TEAMS PLAYING 8 GAMES EACH – 4 AS HOME TEAM, 4 AS VISITING TEAM

<table>
<thead>
<tr>
<th>5 Team League (8 games each – 4 as Home Team, 4 as Visiting Team)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>Home vs Visitor</td>
</tr>
<tr>
<td>1 vs 2</td>
</tr>
<tr>
<td>3 vs 4</td>
</tr>
<tr>
<td>Bye 5</td>
</tr>
</tbody>
</table>

NOTE: It is recommended that leagues not be formed with more than nine teams when playing an 8 game schedule.
GAME SCHEDULE KEYS

TEAMS PLAYING 10 GAMES EACH – 5 AS HOME TEAM, 5 AS VISITING TEAM

<table>
<thead>
<tr>
<th>Round 1</th>
<th>Round 2</th>
<th>Round 3</th>
<th>Round 4</th>
<th>Round 5</th>
<th>Round 6</th>
<th>Round 7</th>
<th>Round 8</th>
<th>Round 9</th>
<th>Round 10</th>
<th>Round 11</th>
<th>Round 12</th>
<th>Round 13</th>
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</thead>
<tbody>
<tr>
<td>Home vs Visitor</td>
<td>Home vs Visitor</td>
<td>Home vs Visitor</td>
<td>Home vs Visitor</td>
<td>Home vs Visitor</td>
<td>Home vs Visitor</td>
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<td>Home vs Visitor</td>
<td>Home vs Visitor</td>
<td>Home vs Visitor</td>
<td>Home vs Visitor</td>
<td>Home vs Visitor</td>
<td>Home vs Visitor</td>
</tr>
<tr>
<td>1 vs 1</td>
<td>2 vs 2</td>
<td>3 vs 5</td>
<td>4 vs 4</td>
<td>5 vs 4</td>
<td>4 vs 5</td>
<td>3 vs 6</td>
<td>2 vs 1</td>
<td>1 vs 2</td>
<td>3 vs 4</td>
<td>1 vs 5</td>
<td>2 vs 3</td>
<td>4 vs 6</td>
</tr>
<tr>
<td>2 vs 3</td>
<td>1 vs 4</td>
<td>5 vs 6</td>
<td>2 vs 3</td>
<td>3 vs 4</td>
<td>4 vs 5</td>
<td>1 vs 6</td>
<td>2 vs 1</td>
<td>3 vs 2</td>
<td>4 vs 5</td>
<td>5 vs 3</td>
<td>6 vs 4</td>
<td>7 vs 8</td>
</tr>
<tr>
<td>3 vs 1</td>
<td>4 vs 2</td>
<td>5 vs 7</td>
<td>6 vs 8</td>
<td>7 vs 9</td>
<td>8 vs 10</td>
<td>9 vs 11</td>
<td>10 vs 12</td>
<td>12 vs 13</td>
<td>13 vs 14</td>
<td>14 vs 15</td>
<td>15 vs 16</td>
<td>16 vs 17</td>
</tr>
</tbody>
</table>

NOTE: It is recommended that leagues not be formed with more than 11 teams when playing a 10 game schedule.
In larger programs you might try two leagues with crossover games for 10, 14 and 18 team divisions. This type of scheduling eliminates byes and makes for more exciting competition.

**Example:** 10 teams are formed into two leagues of 5 teams and are scheduled normally, except the bye games in each round become a league crossover game.

(10 game schedule, first 3 rounds)

<table>
<thead>
<tr>
<th>Round 1</th>
<th>Round 2</th>
<th>Round 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>League 1</td>
<td>League 2</td>
<td>League 1</td>
</tr>
<tr>
<td>1-2</td>
<td>1-2</td>
<td>2-4</td>
</tr>
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<td>1-5</td>
</tr>
<tr>
<td>5-5</td>
<td>3-3</td>
<td>1-1</td>
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</tbody>
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*In the first 5 rounds, League 1 is the home team. In the second 5 rounds, League 2 is the home team.*

What make this type of format interesting is the points for the bye games count in the league standings. So you have the same effect as the pros do who have inter-division play.

Though this system works easiest with leagues with odd numbers (5,7,9), it can be worked with even leagues (6,8). What you have to do is cross 2 teams from each league each round.

(6-team league)

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If you use a league schedule form, which is included at the end of this section, you will find it very easy to set up leagues so all the necessary information is given to everyone concerned. Also included is a Field Scheduling Form, which can be used at the same time. As you set the games for each league you write in the teams (1-2), the date, time and field number in the first square of the League Schedule. At the same time you schedule that game on the field schedule (i.e. Boys Passers (U8) 1-1) in the first space under the field number. The date and time are in the left columns because they apply to more than one game.
Do not write in the coach’s name on the schedule until you have it completed. Then place them in a hat and draw them out one at a time, recording the coaches’ names in or (1, 2, 3).

A couple of tips:

♦ Use a pencil with a large eraser. Schedules will change, you will make misjudgments and you only want to redo that portion that must be changes.

♦ Have someone else check your work before you make copies and distribute.

Once the schedules are checked and complete, make copies to give to each coach, league administrator, and referee scheduler involved. Make copies of the field schedule for league administrators, field maintenance and referee schedulers in particular. Coaches do not need copies of the field schedule.

Remember to allow flexibility in your schedule to move games that have to be cancelled, most often due to rain.

If your fields are on a tight schedule, it’s a good idea to limit the authority to reschedule games to a very few people. If you leave it up to the coaches you will have chaos.
AWARDS

As previously stated, SAY provides (upon request) SAYArea and League Champion patches for the first-place teams in each age division at the end of your primary season (once each year). You may choose to award trophies in addition, we suggest Rixstine Recognition (www.rixstine.com), a SAY National Partner who provides special pricing exclusive to SAY members. Toddler (U4) and Pre-school (U6) teams are not included, as they do not keep score. Participation certificates or medals are more appropriate for this age division. SAY discourages excessive use of awards, particularly in the younger age divisions, as this should be primarily a fun learning experience.

SAY strongly recommends that individual awards be presented on a very limited basis, if at all. Awards for most goals scored, assists, etc. may be acceptable because they are based on statistical fact, but those which are a matter of opinion, such as most valuable player or most improved player are best avoided. As a general rule, these are based on personal opinion and make one player happy, but result in the disappointment of several others.
USE OF THE SAY LOGO

These regulations apply to the use of the SAY emblem itself and the words “SAY SOCCER” and “SOCCER ASSOCIATION FOR YOUTH”. SAYArea and District administrators are encouraged to use the SAY logo, especially on uniforms and jackets, to identify their organizations and to publicize their programs. They should also use the emblem and name on stationery, schedules and other official documents.

The SAY emblem and the words may not be used in any of the following fundraising activities without the approval of the SAY National Board of Directors:

1. Raffle Tickets
2. Endorsement of Equipment
3. Incorporation of the logo into a larger design depicting geographic region, district or commercial enterprise.
4. Arrangement for the manufacturer of objects, trophies, patches, pins or other objects bearing the SAY logo.

Anyone requesting permission to use the logo in a fundraising activity must provide full details of the endeavor to the SAY National Office. The Chief Executive Officer will grant approval if guidelines imposed by the SAY Board of Directors are satisfied.

SAY REGULATIONS FOR USE OF LOGO ON UNIFORMS

All teams registered in the SAY program are encouraged to display the SAY logo on uniforms. The preferred location is shown in the diagram below.

Preferred Placement
Left breast

Alternative Placement
Right breast
Upper right or left sleeve
Right or left leg of shorts

The logo may be one color silk screened, full color iron-on, full color twill or full color embroidered. If you need an electronic copy of the logo for your uniforms please visit our website or contact the SAY National Office at 800-233-7291. Our preferred Uniform Provider, Eurosport has our logo on hand for easy of ordering. Feel free to visit, soccer.com/SAY for discounts, packages and further details.
## PLAYER DRAFT FORM (for Core Teams)

**Date:**

**Division:**

**No. of Existing Teams:**

**No. of New Teams:**

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“We can’t get any publicity!” That’s a common cry heard in many civic groups, clubs and sports organizations. In most cases it is the result of everybody complaining, but no one doing anything about it.

This section has been designed as a guide to assist you in your approach to the news media…newspaper, radio and television stations. Any SAY Soccer organization can benefit from giving serious thought and consideration to their “publicity problem.”

WHAT SHOULD YOU ANNOUNCE?
Among the items for publicity each year should be the names of the new officers and directors of your league, times and places of meetings and elections, notice of registration of players, opening day, team standings, tournament news and results, articles of special interest and don’t forget to thank the sponsors at the end of the season.

THE DIRECTOR OF PUBLICITY
The main concern of the Publicity Director is to promote your SAY Soccer program in its best image in order to encourage community interest. This interest is essential to gaining the support needed to carry out your program.

For this reason, the Publicity Director is every bit as important to your organization as your officers and other league officials. This appointment cannot be made with little or no thought since he/she is your league spokesperson, your representative to the news media. It goes without saying that the Publicity Director should be a person who is friendly and easy-going. The personality of your Publicity Director can build a favorable relationship with the new media.

CAREFULLY SELECT YOUR SPOKESPERSON!
It can make a big difference. Then have him/her study the following suggestions and news article outline.
PUBLIC RELATIONS WORKING OUTLINE

GOAL
- Educating and engaging the media and the community
- Creating, servicing and maintaining relationships that develop and understanding and appreciation for SAY soccer
- Generating positive publicity, community enthusiasm and involvement
- Build confidence in SAY soccer’s integrity and mission

TIPS BEFORE YOU START
- Timing
  - Choosing the wrong date for your event can kill your hopes for publicity. Whenever possible, schedule your event so that it does not conflict with any other newsworthy events. Choose a date when you will not have to compete with other events, happenings or announcements for media attention. Avoid local elections; major sporting events or other events that you know generate major coverage of the sports or tempo pages.
- Journalists are usually overworked and underpaid. Soccer—as an activity or sport—is almost always covered by a journalist who is also responsible for other sports. The reporter therefore may know nothing at all. You MUST gently educate this journalist without taking up too much of his time
- Give good facts and stories in an easy to scan format.
- Don’t ever give a busy journalist fluff. You may have only one opportunity with them. Deliver your best message and possibly your credibility.
- Don’t criticize a journalist. They may have space and time considerations you don’t know about. Try to deliver your information in a better format so there is a happier result.
- Even in big cities, the pool of journalist covering soccer will always be small. Create good relationships with these people because you’ll need them over and over again.
- The contacts and friendships you make as you embark on a PR campaign are invaluable and should stay with you throughout your career. Repay favors and always remember to say thank you to both your sources and journalists.

FIRST STEPS
- Create a Target Media List—look at all the available media outlets for your event or for stories about your participants, volunteer, coaches, etc. Be sure that you pick those that have the most impact so that your time is effective.
- Consider social media outlets, as most will provide a large impact for little to no cost
- Create a chart for yourself with each media outlet, contact person, phone, email, fax and how best to communicate with them (see page 61).
  - Local Newspaper-
    - Daily and weekly--
    - Sports section, editors and writers
    - Weekend sections
    - Community sections
    - Special inserts
    - Lifestyle sections
    - Calendar listings
    - What’s happening sections
o Local magazines
o Local journals, newsletters, school papers, church bulletins or community papers
o Local radio
  ▪ Radio features a wide variety of interview and discussion programs. Find those programs that fit the sports/soccer market or youth market
o Local television
  ▪ Local network
  ▪ Cable stations
o Social Media – check out programs such as Hootsuite that allow you to distribute your message through multiple channels simultaneously.
  ▪ Facebook
  ▪ Twitter
  ▪ Tumblr

TOOLS
  ▪ Press Release—it’s the primary source. It provides in short and simple format, the who, what, why, when, where, and how of your event, idea, feature. (See page 60)
    o Fact sheet (see page 59)
    o Pictures
    o Photo-opportunity

PHONE CONTACTS
  ▪ Making phone contacts and follow-ups are a major component of any PR campaign, and an integral part of establishing positive media relations. It is also one of the most intimidating, or fun part depending on your personality
  ▪ Remember to phone your media outlets to determine specifically those individuals with whom you should be dealing. Follow the attachment and keep it up to date.
  ▪ Introduce yourself as the primary contact with SAY Soccer in your area
  ▪ Follow up any press release with a phone call to confirm that your contact did indeed receive it. Assure your contacts that they can now expect future press releases from you and that you will keep them informed of all information related to SAY Soccer. A good way to leave things is by saying, “I hope you can use this information” and “I’ll keep you informed.”
  ▪ All the selling in the world will not convince your media contacts to use your story if they do not feel it to be newsworthy or in line with their format. Listen carefully to what they say and try to get them information they will find useful and interesting
  ▪ When dealing with television, you should deal primarily with the news assignment editors.

YOU
  ▪ Successful public relations are a lot of fun. It is a process that uses established formulas and accepted criteria. At the same time, those who are most successful are those willing to educate and innovate. There is no price for your personal enthusiasm and creativity. There are a lot of great secrets out there about the SAY Soccer and so many people who want to hear about them. Good luck!
FACT SHEET

WHAT

- The 92nd Thanksgiving Day Race presented by Kroger Brands: The oldest race in the Midwest and the third oldest race in the country

WHEN

- Thanksgiving Day Morning, Thursday, November 22, 2001- 9am

WHERE

- Race headquarters at Paul Brown Stadium. Race start and finish on Second Street. The race course travels through downtown Cincinnati, crosses over the Taylor-Southgate Bridge into Newport, then into Covington, and finally crosses over the Clay Wade Bailey Bridge back into Cincinnati for the finish. For a complete detailed map see www.thanksgivingdayrace.com.

WHO

- 7000 runners and walkers from across the Tristate including last year's winners John Sence and Jill Tranter.

HOW

- Registration online at www.thanksgivingdayrace.com. Free training schedules, nutritional advice and more
- Mail-in application—pick up applications at The Running Spot or any area YMCAs or health clubs or download application from website.
- Register in person at The Running Spot on November 19-21 or race day morning at Paul Brown Stadium.

WHY

- To stay healthy, strong and fit
- To be able to eat more Thanksgiving Day dinner without guilt
- To raise money for The Wellness Community and the Freestore Foodbank
- To share a running tradition with family, friends, and neighbors

OTHER

- First time ever a 10k race in Tristate will have chip timing. Runners and walkers will use a microchip tied to their shoe to record actual time. Results will be instantaneously put online at thanksgivingdayrace.com
- Sponsors include Kroger Brands, Pfizer, Cinergy, Shady Brook Farm, WKRC, 700 WLW, The Running Spot, Jeff Wyler, Sparkpeople.com, KISS and ProScan Imaging.
GIVE THANKS BY RUNNING/WALKING THE THANKSGIVING DAY RACE

Every Registered Team of Four
Will Feed a Family of Four on the Holiday

Cincinnati…The Thanksgiving Day Race has a special team competition this year called 4 for 4. Any group of four friends, neighbors, or business associates who register together for the Thanksgiving Day Race will automatically help feed a delicious Thanksgiving Day Dinner to a family of four (or more) just by completing the 10k run or walk.

“We wanted to do something special this year to celebrate the tradition,” said race director, Julie Isphording. “This way everyone knows that there are not just running or walking for their own health, but also giving back to others on this special holiday.”

You can register your team for a $200 team contribution that provides race day entry, long-sleeve t-shirt and a Thanksgiving Day dinner for a needy family through the Free Store Food Bank. This is open to all runners and walkers online at thanksgivingdayrace.com or at The Running Spot November 19-21, or on race day at Paul Brown Stadium. A special “Thank You” board of team members will be displayed at the race.

The 10K (6.2 mile) event starting at 9 am, at Paul Brown Stadium, will cover Downtown Cincinnati, cross the Taylor-Southgate Bridge into Newport, tour through Covington, and over the Clay Wade Bailey to finish on 2nd Street at Paul Brown Stadium. Much of the original course has been maintained (see thanksgivingdayrace.com for map).

The race will be the first 10k in the Tristate to use chip technology timing in which the participants tie a microchip to their shoe to automatically record their actual time. Registration is online at thanksgivingdayrace.com along with training schedules, nutrition advice and much more information. Registration is also by applications at all YMCAs and The Running Spot, or race day at PBS. Proceeds will benefit The Wellness Community, the Freestore Foodbank and many other volunteer organizations. Sponsors include Kroger Brands, Pfizer, Cinergy, Shady Brook Farm, WKRC, 700 WLW, The Running Spot, Jeff Wyler, Sparkpeople.com, KISS and ProScan Imaging.

###
MEDIA LIST INFORMATION SHEET

Name of newspaper/television station/magazine/etc:

Address:

Telephone:

Fax:

Email:

Name of editor/reporter/columnist/interested in soccer:

Publication day (if weekly or suburban):

Deadlines:

How best to communicate:

History of relationship:

The preceding three pages were contributed by Julie Isphording, USA Olympian.
DUE PROCESS

In discussions about wrongful expulsion, the subject of due process is raised. The concept of due process must be applied to all disciplinary actions taken against actions or decisions of someone in the program. The accused person must always have the right to present his/her side of the story to an impartial panel via written documentation. This can become very tedious if applied to every red or yellow card, probation, suspension or expulsion.

A special committee and the full SAY Board of Directors have addressed this subject at great length. The following pages present their decisions on due process procedures, the elements of which must be followed by all SAYAreas.
1. A complaint or appeal must be filed, in writing, within five (5) days of the incident complained of or decision being appealed. For a District matter, the filing will be with the District Representative or other individuals assigned by the District to receive these filings.

All parties involved should receive copies of all complaints, in writing, to prepare for any future hearings. All parties, upon filing of a complaint, must receive copies of that organization’s procedures and any additional forms or documents relevant to proper appeal.

It is the right of all participants in SAY to access this procedure in a correct and timely fashion. Failure to observe these procedures is unfair and unjust. Safeguarding of these rights and privileges must be paramount to all SAY administrators.

Parties not receiving proper notification or given full access to the procedures MUST be given additional time before any hearing may proceed. Failure to obtain due satisfaction with these requirements is grounds for an automatic appeal to the next appropriate level. It is suggested that all paperwork be sent by Certified or Registered Mail or via email with a requested delivery receipt to insure compliance and proof of delivery.

All District Representatives and Officers should have copies of their District and/or SAYArea’s procedures to pass along to any complainant at any given item.

Only complaints IN WRITING to the National Office will be forwarded to the appropriate District or SAYArea in writing for comment. All such items of business will require a response IN WRITING to the National Office assuring that the complaint has been handled in accordance with the Due Process rules. Any NEW complaint not put into motion within 10 working days of their receipt from the National Office will entitle the complainant to proceed to the next level of appeal.

2. A hearing must be held within three (3) days of the filing. The persons serving on the hearing board may be specified by the District, or by the SAYArea board. However, provision must be made that only disinterested persons may serve on this board at all hearing or appeal levels. The complainant and other parties of the complainant’s choosing will be allowed to present evidence or argument in writing. The person or persons whose decisions or actions are being complained of or appealed also will be heard via written documentation.

The hearing board will render a decision within two (2) days and notify the parties concerned, in writing.
3. If the complaining party is dissatisfied with the decision, it may be appealed to the SAYArea level. In addition, situations that the District hearing board does not wish to decide, or situations involving more than one District may also be submitted at SAYArea level.

Situations first heard at the SAYArea level must have a second level to which an appeal may be made. For this reason, the SAYArea should establish a review board to hear appeals from District level, first hearings of those passed up by Districts, and situations involving more than one District.

Decisions of this review board regarding appeals from District decisions could be the final hearing.

Appeals from first hearings at SAYArea level could then be heard by a second SAYArea board of completely different membership.

This second board could be the SAYArea Executive Committee, the full board or a specially designed group of persons.

All appeals must be filed within three (3) days of the decision being appealed. The appeal will be heard within (5) days of its receipt and a decision will be rendered within two (2) days of the hearing, in writing.

4. Cases not covered by a published SAYArea Code of Ethics and Behavior with specified penalties may be appealed to the National Review Board. A fee of $50.00 will be required, which will be refunded if the appeal is granted.

NOTE: These due process procedures do not affect existing protest procedures involving game incidents, as described in organizational rule #9.
Item 1 Violations of written policies, procedures or Codes of Conduct do not qualify for "due process" consideration.
Item 1 Violations of written policies, procedures or Codes of Conduct do not qualify for "due process" consideration.
PROCEDURES FOR NATIONAL DUE PROCESS APPEALS

1. The National Review Board will hear appeals of SAYArea decisions, except those concerning decisions that are based on a published Code of Ethics and Behavior, which includes specified penalties for specified behavior. Examples of such codes are included in this section.

2. Prescribed penalties listed in the SAYArea Code of Ethics and Behavior will be reviewed and approved by the SAY National Office.

3. In cases where an appeal is allowable, the National Review Board may overturn or modify SAYArea decisions.

4. When an appeal is received, the National Chief Executive Officer of SAY will select 3 to 5 panel members with some suggested alternates to hear the appeal. The National Executive Director will contact the panel members and alternates, if necessary, until the panel is complete.

5. All initial submissions will be in writing. The panel may call for an in-person hearing if one is judged to be necessary. Many in-person hearings can be accomplished by conference call. If Board travel becomes necessary, the cost will be borne by SAY.

6. The fee for an appeal to the National Review Board will be $50.00, to be refunded only if the appeal is granted.

7. It is inappropriate for any SAY District or SAYArea in SAY to punish children for any offenses committed by adults. Penalties should be commensurate with the offenses. Penalties for players should be confined to on-the-field and other game related occurrences.

As previously agreed by the Executive Committee, due process procedures submitted by SAYAreas will be evaluated by the National Chief Executive Officer to determine that all features mandated by the National SAY Board are included in some manner.
REQUEST FOR NATIONAL DUE PROCESS

National SAY Office
REQUIRED
1. Typed, concise statement, as to what judgment is being challenged.
2. Copy of written judgment rendered at SAYArea level.
3. Copies of all relevant materials
4. $50 filing fee

Chief Executive Officer
reviews all documents and makes a judgment if appeal qualifies for a national hearing.

To National President for review/action.

Requirements Met
YES
NO

Chief Executive Officer

National Review Panel Selected - SAYArea and those appealing will be advised. Appeal accepted for review. Review date and location set. Not announced.

respond, in writing, that appeal was not accepted/granted and listing "basic" position for decision.

Chief Executive Officer will in writing:
1. Advise SAYArea, district and those appealing that appeal was supported & the requirements of that support.
2. Refund $50 filing fee
The position of coach or leader of any youth group is an important and serious responsibility. All the children look up to the coach and respect his position. His behavior is constantly under observation by them and they will strive to imitate his actions. The coach’s opinion and behavior during the game will carry more weight than anyone else, even parents.

The following **CODE OF ETHICS AND BEHAVIOR** is offered here to exemplify the ideal SAY coach.

**I WILL:**

**Know the laws of the game and teach them to your players.** Read the rulebook and attend a coaching and/or a referee clinic to enhance your knowledge of the game.

**Abide by the laws of the game and the SAY rules.** Set the example for your players that no one is exempt from the laws of the game.

**Ensure that each practice and game is safe, fair and fun.** Your players should always come first!

**Treat the referee with respect, no matter what the call.** Referees attend an eight-hour course and pass a 100-question test before they can become a SAY referee. Allow for the fact that they are human and will make mistakes, just as you do.

**Exhibit exemplary conduct at both practices and games.** Team discipline reflects the coach’s attitude 100%.

**Coach clean, skillful, honest and sportsmanlike soccer.** Stress playing hard to win over winning itself. Teach fair play and the “Golden Rule” (do unto other as you would have them do unto you) and apply it to all games and practices.

**Set an example of good sportsmanship.** Require all players and parents to behave in the same manner. The coach is responsible for conduct of the players and parents when they are together as a team.

**Maintain a climate of enjoyment.** Discourage negative remarks and/or harassment of players, referees and other spectators among players and spectators.

**Work at team morale.** Morale is as important as soccer skills and tactics, be a “fun leader.”

**Maximize praise and minimize criticisms.** Make corrections slowly and calmly in a manner tailored to the individual. Start with a positive and end with a positive. Sandwich the correction in the middle.

**Refrain from profanity or vulgar language.** Remember that you are helping to mold the character of your players.
Coach talented and non-talented players with equal vigor. Allow players more than their required-minimum playing time.

Minimize coaching from the sidelines during games. Screaming during the game accomplishes nothing. Instead, call the player to you and give instruction or wait until the next substitution time and sub him out for instructions and then put him back into the game.

Pre-plan all practice sessions in detail. Make them interesting, fast-paced and involve all team members as much as possible (minimize standing in lines).

Welcome feedback. No one is perfect! Don’t be afraid to change. Accept new ideas from players and parents alike concerning potential problems and ways to improve.

Refrain from using drug, alcohol and tobacco products at all youth soccer events. Encourage the player’s parents to refrain as well. Do not permit players to participate if they refuse to refrain.

I hereby pledge to follow this Coach’s Code of Ethics.

______________________________________           ______________
SIGNATURE            DATE
CODE OF ETHICS FOR PLAYERS

Players can often be responsible for the well being and smooth functioning of a team. By following the “Code of Ethics for Players,” participants are able to be a strong positive influence on the entire season.

I WILL:

Try to develop my skills to the best of my ability and to give my best effort in competition. Personal development is a big part of soccer.

Compete within the rules of soccer. Winning isn’t everything.

Be respectful to coaches, referees, parents and players. Do not create an incident that would be cause for your removal from the game.

Be a positive influence on the team. Recognize that your behavior becomes a model others may choose to emulate. Good sportsmanship and positive support for your teammates, and others, is a necessity for all players.

Follow the team rules established by the coach. If the coach is constantly confronted with discipline problems, practices and games will not be fun for anyone.

Attend every practice and game that I can and will notify my coach if I cannot.

Alert my parents and/or coaches if soccer stops being fun or if I feel that I have not received a fair and equal amount of playing time.

Not allow practices and games to take precedence over school and homework. Soccer is a game. There are many things in life that are more important.

I hereby pledge to follow this Player’s Code of Ethics.

______________________________________           ______________
SIGNATURE            DATE

Information compiled from Athletes for a Better World, SAY “Touchline” magazine and Wayne Little League website.
A parent attending their child’s game is, and should only be, a spectator. The referee is there to referee the game; the coach is there to coach the game. A parent is there to watch the game and cheer for their child and the child’s team.

The following **CODE OF ETHICS AND BEHAVIOR** is offered here to exemplify the ideal Parent/Spectator.

**I WILL:**

**Remember SAY's motto:** KIDS HAVING FUN!  If they’re not having fun, find out why and seek to change it.

**Know the game.** Play soccer with your kids at home, even if it’s just for five minutes a day. Take a referee or coaching course. Read about soccer & watch games on TV with your kids.

**Encourage fair play.** Teach your child the “Golden Rule” (do unto others as you would have them do unto you) and apply it to all games and practices.

**Be supportive of all activities.** Bring your child to games and practices on time and ready to play. Have them bring a ball, water, shinguards & cleats.

**Refrain from using drug, alcohol and tobacco products at all youth soccer events.** Request other adults present to refrain from their use as well.

**Communicate any safety concerns.** Inform the coach, officials or administrators of anything you feel is, or may create, a dangerous situation for anyone attending games or practices.

**Be positive or be quiet.** Encouraging words make soccer more fun. Words like “Don’t” and “Can’t” are four-letter words and shouldn’t be yelled in public.

**Be respectful and expect my children to be respectful.** This pertains not just to the coaches and referees, but also to other players and parents. Do not create an incident that would be cause for your removal. Suzie does not understand why Mommy or Daddy has to leave the game; and, frankly, neither do we!

**Promote good nutrition.** Before each game and practice, ensure that your child has had something nutritious to eat, but not so much that they will feel weighed down. Have them pre-hydrate by drinking water before they arrive, as well as during the activities.

**Volunteer to assist the coach or team.** Be a “team player!” If you have soccer skills or knowledge, or are just good working with kids, offer to help at practice. If not, make
calls, bring snacks, collect money for events, collect paperwork or do anything else that needs doing. The coach is busy coaching; don’t make him/her do all the management as well.

**Support the coach’s and referee’s decisions.** They are both doing a difficult job to the best of their abilities. If you have real concerns, speak with the coach in private.

**Communicate with my child.** Recognize your child’s individual performance. Ask, “How did you do?” not “Did you win?” Then listen to their reply. Be honest; don’t use flattery. Be sure to address any concerns they may have. Do not belittle their fears or opinions.

**Give praise freely.** When someone, anyone, is doing a good job at what they’re doing, don’t be afraid to let them know! Whether it’s your child, another child on the team, a child on the opposing team, the coach or, yes, even the referee!

**Remind others, when necessary, of the Parent’s Code of Ethics.** Do so gently, politely and with respect.

---

I hereby pledge to follow this Parent’s Code of Ethics.

______________________________________           ______________
SIGNATURE            DATE

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Information compiled from North Carolina Soccer website, SAY “Touchline” magazine and NYSCA.
MAXIMUM PENALTIES FOR VIOLATING COACHES’ OR PARENTS’ CODE OF ETHICS

The following are examples of violations of the Coaches’ and Parents’ Code of Ethics. These unsporting behaviors will result in specific penalties to be issued by the SAYArea Review Board, District Representative and/or the SAYArea Board.

Every coach is hereby instructed to make all parents’ aware and knowledgeable of the following penalties for breeches of the Parents’ Code of Ethics. Please make copies of this page and review them with your parents.

1. Entering the field of play without permission of the referees
   WARNING/CAUTION/EJECTION, 1 GAME SUSPENSION

2. Threatening actions or words towards officials, players or spectators –
   EJECTION/TWO GAME SUSPENSION

3. Abusive language to an official – EJECTION/2ND OFFENSE 2 GAME SUSPENSION

4. Aggressive physical contact with the referee or a player, i.e. grabbing the arm, turning individual around, poking, bumping or pushing – EJECTION WITH TWO GAME SUSPENSION/2ND OFFENSE EJECTION/EXPULSION (Expulsion must be approved by the National Board of Directors)

5. Striking an official, player or spectator – EJECTION/EXPULSION (Must be approved by the National Board of Directors)

6. Refusal to leave the playing field after an ejection – ONE GAME SUSPENSION AND FORFEITURE OF GAME, REGARDLESS OF LENGTH OF GAME PLAYED

7. Constant and excessive verbal harassment of the referee or players – CAUTION/EJECTION/2ND OFFENSE 1 GAME SUSPENSION

8. Instructing players to play in a dangerous or unsporting manner – CAUTION/EJECTION/2ND OFFENSE 5 GAME SUSPENSION

9. Instructing players to play in a dangerous or unsporting manner with deliberate intent to harm – EJECTION WITH 2 GAME SUSPENSION/2ND OFFENSE, EJECTION/EXPULSION (Expulsion must be approved by the National Board of Directors)
10. Playing an illegal player – **GAME FORFEITURE** If it can be proved that the coach deliberately and with full knowledge used an illegal player – **SEASON SUSPENSION** (Must be approved by National Board of Directors)

Spectators can often be guilty of one or more of the actions described in items 1 through 9 above, but a team may not be punished for the actions of those people who are not formally a part of either team. For all actions calling for a caution as a penalty, the spectator is to be given a verbal warning. Repetition of this action will lead to ejection from the area of the field (out of sight and hearing distance).

Actions calling for a coach or parent suspension or expulsion will result in ejection from the field, with a written report to the SAYArea Board, who will decide on punishment or legal action against that person.
MAXIMUM PENALTIES FOR VIOLATING PLAYERS’ CODE OF ETHICS

Every coach is hereby instructed to make all players aware and knowledgeable of the following penalties for breeches of the Players’ Code of Ethics. Please make copies of this page and review them with your parents and players.

1. Abusive language to an official, player, coach or spectator –
   **EJECTION/1 GAME SUSPENSION**

2. Foul language to an official, player or spectator –
   **CAUTION or EJECTION/1 GAME SUSPENSION**

3. Threatening actions or words towards officials, players or spectators –
   **EJECTION/1 GAME SUSPENSION**

4. Aggressive physical contact with referee, i.e. grabbing the arm, turning the individual around, poking, bumping –
   **EJECTION AND 4 GAME SUSPENSION**

5. Aggressive physical contact with players –
   **EJECTION/1 GAME SUSPENSION - 2ND OFFENSE/4 GAME SUSPENSION**

6. Striking an official –
   **EJECTION AND EXPULSION FOR SEASON** (Expulsion must be approved by the National Board of Directors)
IMPORTANT NOTICE TO COACHES

All coaches in our soccer program are required to explain the following to everyone attending their games the following:

It shall be against the rules of SAY Soccer for a spectator, coach or players to threaten, harass or intimidate soccer officials in any way. This includes before, during or after all games sanctioned by SAY Soccer. Failure to comply with the above rules could mean immediate expulsion from the game and field area, i.e. in sight of or in earshot of the official. Any physical contact with a soccer official could mean legal action by the soccer association.

ADDITIONAL INFORMATION FOR PLAYERS, COACHES AND SPECTATORS

1. All ejections will be reported to the SAYArea Review Board.
2. Penalties that are assessed that are longer than the remaining season will be carried over to the next season.
3. Penalties that are assessed after a game is completed will be carried over to the next game.

Disciplinary actions may be taken by the District Representative or the SAYArea Review Board.

DEFINITIONS

A coach UNDER PROBATION will be placed on suspension for any of the above infractions. In general, the penalties for a coach on probation will be twice that applied under non-probation status as described above.

A coach UNDER SUSPENSION may not attend or participate in any way in any game his/her team plays during suspension.

A coach UNDER EXPULSION is out of the program indefinitely. Reinstatement may be made only after favorable review by the SAYArea Review Board. An expelled coach may not act in a coaching, managerial or supervisory capacity of any team.

The violation of an expulsion will result in possible game forfeiture and/or elimination of the team from league play and/or necessary legal action against the violator.

All penalties may be appealed by the coach to the SAYArea Review Board. All decisions reached by the SAYArea Review Board, using the published Code of Ethics, will be final.
REFEREE ADMINISTRATION

INTRODUCTION
The word “referee” used in this section refers to anyone who assumes the duties of controlling a soccer game. There may be only one referee assigned, or one referee with two assistant referees using flags, or two referees with equal duties, or even three referees with equal duties. All of these systems are recognized by SAY. Referee training covers the actual duties and responsibilities of each of these classifications, but all of these classifications must meet the standards addressed in this section.

While it certainly is important and difficult to keep good coaches, it is even more difficult to find, and especially to keep good referees. Coaches get a lot of personal reward from teaching soccer skills and tactics, watching the children use what they have learned to have fun and, of course, to win games. But the referee’s reward usually comes only from within, with the knowledge of a job well done.

A referee administrator can do many things to recruit referees and to keep them in the program. They must be encouraged and assisted to become very good at what they do. Measures must be taken to minimize unjust criticism and to correct actions and procedures, which lead to just criticism. Referees must also be made to know that their work is appreciated. This cannot be stressed too much. All of your administrators should be urged to pass on compliments and encouragement to the referees.

In this section, the many aspects of referee administration will be discussed in detail, with the objective of helping to assure that there will always be an adequate supply of good referees in your program.

RECRUITING
With a brand new program, you can’t expect that your referees will have a high level of competence. At that stage it isn’t really important. What is important is that you have a group of people willing to officiate games and willing to accept the training needed to make them fully competent.

Who will referee?
♦ People who have refereed soccer previously
♦ People who play or have played soccer
♦ Officials who have officiated other sports
♦ People who are interested, but who have no game or officiating experience

How do you find referees?
♦ Talk to the parents and coaches at the games.
♦ Advertise your need with posters and announcements in newspapers, websites radio or television
♦ At local colleges or universities
♦ Associations of sports officials
Some larger SAYAreas require each District to provide a number of adult referees proportional to the number of teams from that District. This has the effect of giving you several assistant referees.

TRAINING
It is very important that you have a formal training program, both for new referees and for those with experience, so that everyone’s performance can be improved. Any referee who is new to you should be required to take a complete training clinic, no matter what the referee’s credentials are.

TRAINING AIDS

♦ “SAY Rulebook” located in the publication section of saysoccer.org
♦ SAY Referee Training Syllabus found on the referee section of saysoccer.org
♦ SAY Referee Handbook, “Refereeing Youth Soccer” available in the SAY Soccer Store
♦ PowerPoint CD’s available in the SAY Soccer Store
♦ SAY Referee Test with Answer Sheets and Key available in the SAY Soccer Store

INSTRUCTOR
If it is at all possible, the trainer should be someone who has considerable experience. If there is no such person in your organization, contact a nearby SAYArea or the SAY National Office for help.

ON-FIELD TRAINING
Another aspect of training that is extremely important for beginners is on-the-field training. Such indoctrination sessions should always be provided before putting a referee on a competitive game.

Many of our SAYAreas arrange for scrimmage games before the season starts and then have the new referees each officiate a quarter of the game, while being observed by an experienced referee. The observer then critiques the referee. If time permits, the referee should then also do another quarter, also under observation.

Evaluation of on-field performance is very important in determining whether a new referee is ready for competition. There are frequent cases of people who do well in the classroom, but very poorly on the field. The reverse can also be true, where a person has trouble in class, but show a good feel for the game and controls the game well. It is good to find these people before the season starts.
EXAMPLES OF TRAINING REQUIREMENTS

NEW REFEREES
1. Must attend a full clinic
2. Must pass the test with a grade of 70% or better. SAY requires a 90% for certification, but no inexperienced referee should be certified, regardless of the test score. The test should be given on a separate day, sometime after the training sessions. This will give you a better idea of how much of the instruction has been retained.
3. Must participate in an on-the-field training session.

SECOND YEAR REFEREES
1. Must attend a full clinic.
2. Must pass the test with a grade of 75% or better. If a grade exceeds 90%, the SAYArea may certify the referee. However, a SAYArea may require that a certain number of games be officiated before certification is granted, and may require formal assessment.

EXPERIENCED REFEREES (2 or more years of experience)
1. Must attend a special review clinic of at least two hour’s duration. These clinics should review any new rules or interpretations and discuss any problems and complaints that arose during the previous season.
2. Should assist in the training of new referees, particularly in on-the-field training.

RETENTION
A very common problem for referees is excessive criticism from coaches, players and particularly fans. Since the referees almost invariably know more about the game and the rules, such criticism can be very irritating and can cause referees eventually to quit.

The referee administrator must see to it that the SAYArea takes steps to reduce this criticism. Criticism will be kept to a minimum by setting up proper avenues for criticism, such as comment areas on game cards, an email address of the referee coordinator or the availability of a phone number to speak with the trainer directly. Educating coaches, parents and players about the rules of the game will also aid in curbing undue criticism, as well as demonstrating the difficulties encountered by referees in seeing everything that happens on the field and in making a judgment on a particular incident in only a couple of seconds. The laws of the game and SAYArea rules also provide penalties for those who unduly harass the officials. In excessive cases, these penalties must be invoked.
GUIDELINES FOR REFEREE UNIFORMS

The SAY policy and recommendations regarding the preferred/proper uniform standards for game officials is as published in the SAY Administrator’s Handbook and as summarized below.

BASIC UNIFORM
1. Shoes
   A. Predominantly black.
2. Socks
   A. Knee length, black with 3 white stripes or solid black.
   B. Any sock provided by local SAYArea/District.
3. Shorts/Pants
   A. Solid black.
   B. Any shorts/pants provided by local SAYArea/District.
4. Shirt/Jersey (short or long sleeves)
   A. Any referee shirt approved and/or provided by local SAYArea/District.
   B. Any referee shirt approved and worn by USSF, High School or Collegiate Officials
   C. NOTE: The shirts/jersey of all officials in a game shall be of matching color.
5. Hat (optional … not required)
   A. Solid black, no logo (preferred)
   B. Solid white, no logo
   C. Black or white with SAY logo
   D. Any hat provided by local SAYArea/District

REFEREE BADGE
1. Any designated SAY Referee badge earned by the official.
2. Any designated local SAYArea/District Referee badge provided to the official.
3. No Referee badge.

OTHER
1. Eyeglasses
2. Sunglasses only when conditions warrant their use.
3. Wristwatch
4. Wedding ring, if appropriate (no other visible jewelry may be worn).
REFEREE CODE OF ETHICS

Many SAYAreas have prepared a referee’s Code of Ethics, spelling out the many things that a good referee will do and will not do. An example of such a code is included at the end of this section.

REFEREE SCHEDULING

Your league schedules have been completed. You have a roster of referees with varying degrees of competence and experience. Now you must schedule these referees to officiate the games. Here we will address the various aspects of that very important job.

WHO WILL SCHEDULE?

Depending upon the size of your program, the number of volunteers available and the amount of centralized control you want to maintain over scheduling, there are many possible choices.

1. **Committee** – With a committee arrangement, each person takes one or two age divisions and is allotted an appropriate number of referees to cover the games in these divisions. If several Districts are involved, there should be a committee member from each District. If only one referee pool is available, allow the scheduler of the oldest age divisions to schedule first, followed by the next oldest until all games have been filled. This allows for the most qualified referees to be assigned to the highest level of games.

   Another arrangement that is being used successfully is to assign a referee “crew chief” to each field, and to give that person enough referees on the “crew” to cover the games on that field. Each field, therefore, has its own assignor.

2. **Paid Administrator** – If volunteers are scarce, it may be possible to find someone who will assign referees for a small fee per game. This raises the overall cost for officiating, but possibly could ensure a more conscientious job.

3. **Referee Administrator** – If the program is not too large, the referee administrator may want to do the assigning, because he/she knows the referees better than anyone else.

4. **District Representative** – This person has overall responsibility for the SAY program in a District and might want to do the assigning.

5. **Computer** – There is the possibility that someone well versed in computer operation could create a referee assignment program or purchase assignment software. This would involve being able to include in the program all the various constraints that limit when a referee can work and what divisions a given referee is qualified for.
6. **Home Team** – An early practice, which still exists in some small programs, is to make the home team responsible for getting referees. In a program of any size, this is bad practice. The coach of the home team may be a poor judge of referees, or may have a good friend do all his/her games, or may pick just anyone without considering qualifications.

7. **“Everybody”** – This term refers to the practice of presenting a complete season’s schedule and letting the referees sign up for whatever games they want. This will result in an unequal distribution of games among the referees and can easily result in lesser-qualified referees doing important games. If using this method, you may put a limit on the number of games per week and then once everyone has had a chance to get some games, allow additional games to be added.

Whatever person or persons do the scheduling; it must be well organized and coordinated. There must be a willingness to persevere until all scheduled games are adequately covered, no matter how much effort is required.

**SYSTEM OF CONTROL – ONE, TWO OR THREE REFEREES?**

SAY recognizes that SAYAreas and Districts may have to use different referee systems to cover games. There may be only one referee, or two referees, or one referee with two assistant referees, or even three referees. It is, of course, understood that referees use a whistle and assistant referees use flags. Your SAYArea or District should choose the system that works best for your leagues. It may take more than one season of trial and error to determine the one that is best.

**ONE REFEREE**
May be used only when it is necessary and should be considered for use only in the youngest divisions. The person chosen must be able to physically keep up with the game. That person should also have considerable knowledge of the game. This will enable that person to anticipate developments and be in the best possible position to observe play.

**THE TWO-REFEREE SYSTEM**
This system gives each referee essentially one-half of the field to cover with the understanding that a foul witnessed by either referee anywhere on the field may be called. Each referee has equal authority. This system allows for a good view of offside when it occurs and allows for both referees to be on the field to gain a better perspective than they could gain from the sideline. This would be an appropriate situation to give new referees more experience, provided that the other referee is a veteran. The experienced referee can provide assistance when needed. In the younger divisions, the two-person system is probably best because each referee is also called upon to be an instructor and to explain foul calls to the players.

**THE DIAGONAL SYSTEM OF CONTROL**
This is the most common way to officiate soccer games. One referee, with a whistle,
covers the entire field, running diagonally across the field, and two assistant referees observe from each touchline. These assistants are able to observe offside when it occurs and can indicate this to the center referee by waiving a flag. Fouls may also be indicated by the assistant referees, but it is up to the center referee to acknowledge the flag if they agree with the foul call. This system allows new referees to observe an experienced center referee to gain important knowledge of how and when to call fouls. It is also the most expensive system, as you must pay three people.

THE THREE REFEREE SYSTEM
Uses approximately the same mechanics as the Diagonal System of Control, but all referees may go onto the field and each has a whistle. Often, the Three Referee System is used for leagues that have a very aggressive level of play. This system also provides a good learning environment for new referees, as long as the game level is not too advanced.

More information on this topic can be found in the SNRRC Referee Syllabus and the Refereeing Youth Soccer handbook.

HOW MANY GAMES SHOULD BE SCHEDULED?
Do you give each referee one, two or three games on each playing day? Of course, that partly depends on how many referees you have. But beyond that, you must consider what the referees want. Most do not want to take the trouble of getting into uniform and to the field to do only one game. Two games, back-to-back, is the most common assignment. More than two may cause early burnout. Also, a person doing more than two games on a given day might become bored or inattentive because of mental fatigue. Some referees, because of other commitments, might want to do an early game and then a late game. You can accommodate this when it doesn’t interfere with your scheduling of the other referees.

HOW FREQUENTLY DO YOU SCHEDULE?
Some schedulers prefer to assign their referees for the whole season, based mainly on the age division playing and referee’s experience. This method minimizes the number of contacts that must be made with referees.

However, this method may not allow for the many situations that can arise, which will indicate the need for a change in referee assignments. For example, a referee may have to resign during season, controversial incidents causing bad feelings may indicate the need to remove a certain referee from games involving a certain coach, or a referee may show rapid development in officiating skills warranting assignment to more difficult games. It can also create problems with people forgetting their assignments. To minimize these problems, assignments must be in writing or you must issue reminders.

The other extreme of assigning every week provides for the most flexibility, but also requires the expenditure of much effort. If you have enough volunteers, you can have schedulers for one or two age divisions, with an appropriate crew of referees, and thus divide the workload. You can also take the middle approach and assign two to four weeks at a time.
HOW DO YOU COMMUNICATE WITH REFEREES REGARDING ASSIGNMENTS?

Deciding what referee you want to do certain games is only half the job. You will also need to know if the referee is available at those times, or if he/she is willing to take a particular game. These things can be determined at the time of scheduling, or in advance.

1. **By Email** – This, by far, is the easiest way to schedule referees. A notice can be e-mailed letting referees know you are ready to schedule the next section of the season. Their return e-mail will list the days and times they would like to referee and any conflicts they might have during game days. This allows the Referee Scheduler to review all the responses and assign the most qualified available referees for all of the games.

2. **By Phone** – If you call the referee to make an assignment, any conflicts or objections can be resolved and adjustments made during the conversation. Begin by calling the most qualified referees, scheduling them on the more challenging games. Then, work your way down the list, making sure you save a couple games for the beginner referees in the youngest age divisions.

3. **Sign-Up Sheet** – If you can get all or most of your referees together, you can provide a sign-up sheet with all games listed, and let the referees sign up for the games they want to do. This method has some drawbacks. Some eager people may take most of the games and leave others few or none. Also, it is likely that you will not match up the right referees with the right games. Some of these problems can be addressed by giving your referees a graduated system whereby they are made aware what level of game they are permitted to referee and allowing a maximum number of games per day. Then, if all the slots are not filled in, a second round of assignments can be made, perhaps allowing a referee to move up to a higher level for one or two games.

4. **Questionnaire** – Some schedulers send a questionnaire to each referee on which can be indicated the dates and times available or any special situations that might affect their assignments, such as names of teams with relatives coaching or playing. Assignments can then be communicated by phone or email.

5. **Rescheduling Cancellations** – For various reasons, there will almost certainly be some games that are cancelled during a season. Most of these games will be rescheduled and then you have a need for referees for dates and times not known when the season began. Each game may be rescheduled by agreement between the two coaches and their Division Coordinator or League Administrator. Some SAYAreas have a field coordinator for each field and he/she takes care of rescheduling all games that have been cancelled on that field. Some programs require the coaches to get referees for these make-up games. This is not recommended, for reasons cited earlier. Assignment of referees should be by the regular scheduler, whenever possible.

If the make-up games are scheduled by the coaches, there will probably be several at odd times and dates. These are best handled by telephone or email.
assignment. If the make-up games are scheduled by a league administrator, many can be scheduled on a single day at a single location, permitting more efficient use of your referees.

WHAT REFEREE DOES WHAT GAME?
To help you decide what referees should be assigned to any given game, you will want to characterize each referee as completely as possible. There are many characteristics that can be considered:

1. Age
With adults, this generally does not matter. However, there are some referees who are no longer able to keep up with Minors (U16) and Seniors (U19). With younger referees, a general rule would be to have the referee be at least 2 years older than the players.

2. Seniority and Game Experience
Sometimes these two characteristics are very much the same, but sometimes not. The referees who have been active for the longest time may expect to be assigned to the oldest divisions and the toughest games, but might not be the most qualified for these games.

If you give in to the egos of such people and assign them to all tough games, you are doing a disservice to the players and referees. But their long years of service do entitle them to special considerations and can strain your aptitude for diplomacy to the limit.

Game experience must always be one of your considerations. Most of what makes a good or great (Yes, there are some!) referee is learned on the field during games. Most referees will get better as they do more games. Some will not and you won’t find it difficult to recognize those who are not improving. The referees with the most game experience would be your most likely candidates for the tougher games.

This is different than just a length of time in the program. Someone who has been with you for 8-10 years may not have done as many games in the past 2 or 3 years. A lot of games done more recently is more important.

3. Rookies
It is a good general rule to always pair up an experienced referee with a rookie. You can get some additional training and assessment that way and most major mistakes can be corrected.

Another approach is the “mentor” system, where an experienced referee takes direct responsibility for several new referees, doing games with them or observing them.

4. Gender
The SAY program has always encouraged the participation of girls. There are even SAYAreas that have more girls’ teams than boys’ teams. It would be great if all the girls’ games would have female referees to serve as role models. You should do all that you can to encourage girls and women to become referees.
Another consideration is that some referees prefer to do boys' games only, or girls' games only.

5. **Certification**
   Certified referees should get priority over non-certified referees when games are assigned. However, as discussed under Training, you may have someone who has trouble with tests, but who has demonstrated excellent refereeing capability and really does know the rules. You may very well treat such a referee as certified.

6. **Location**
   In some cases, if the fields are widely dispersed, the location of a field can affect your choice of referees. If your referees do not have access to transportation they may need to be scheduled near to where they live. A volunteer who takes care of a field may also be a referee and may want to work on that field.

7. **Family Ties**
   Many times you will have brothers or sisters who want to work together or a parent-child combination. You will need to give these situations consideration early in the scheduling process while you still have games with two openings to schedule.

8. **Conflicts**
   As discussed earlier, your job will be easier if you have already determined what conflicts exist for each referee. He/she might not be available during certain times of the day because of coaching, a job, family obligation or special plans. An important conflict is family relationship. A parent should NEVER referee his/her own child's game. This is a no-win situation. The referee may over compensate and be too strict or may tend to let too much go. Even if there is no bias in either direction, there will be the appearance of bias in some people's eyes. The same rule applies to a brother or sister of a child on the team. However, in a case where the game would otherwise not be played, an exception may be made. In such a case, both coaches should be notified.

9. **Game Pressure**
   As you get to know your referees, you will find that some are not affected by the pressures of "important" games, such as a game between the two best teams in a league or playing for the championship. There will be others who are afraid of the responsibility, afraid that they will make a bad call that will decide the outcome of the game. You will want to consider this aspect as the season progresses.

10. **Number of Officials**
    It is never a good idea to put only one referee on a game. However, there will be times when it is necessary because of a shortage of officials. If you must do this, pick out games that are obviously going to be very one-sided, based on the past performance of the teams involved in the game. Then the deficiencies inherent in the single referee system will not affect the outcome of the game. An offside missed or giving a goal kick instead of a corner kick will not be significant.
REFEREE ASSESSMENT

In order for a program to be able to improve the quality of its refereeing, there must be referee assessment. There must be ways of determining the weak areas and mistakes of referees and providing corrective instruction.

FORMS OF ASSESSMENT
There are many forms of assessment that the referee supervisor will want to consider, some of which do not usually come to mind. Assessments should always be done with the knowledge of the referee.

1. **Self-Assessment**
   Each referee should be encouraged to assess his/her own performance after every game. This can be done without any threat to the referee’s ego, since it is strictly within his/her own mind. This process can be carried further by taking notes about areas needing improvement. If the same shortcoming is noted after several games, the referee knows that something must be done to correct this weakness.

   Subjects that should be addressed include game control, knowledge of laws, mechanics, judgment, physical condition and appearance.

2. **Team Assessment**
   Your referees should be encouraged to discuss their relative performance at half time and at the end of the game. Of course, this has to be done in an atmosphere of mutual respect and in a positive manner. Acrimonious exchanges must be avoided.

3. **Coaches’ Assessment**
   This can take different forms. A coach may provide a written appraisal of a given referee’s performance. Sometimes this is just an angry letter with a few specifics and is not at all helpful. But many times, there are valid complaints.

   More formally, you can provide printed forms for use by coaches after each game. Again, the negative evaluation of a losing coach must be viewed with some skepticism, but several of such reports from different coaches can establish the validity of a particular deficiency.

   Another formal form of assessment would be to ask for the coaches’ reports at the end of a season on a prepared rating form. Samples are included at the end of this section.

4. **Assessment by Untrained Observer**
   There are many cases where complaints indicate the need for an impartial evaluation for a referee. The supervisor, unable to do it himself, will ask a friend who is not a referee to make the assessment for him. This can be of some help, but the untrained observer may well miss some aspects of the referee’s performance.
This situation can be improved if you give your observers preprinted evaluation forms that include all aspects you wish to be evaluated. Samples are included at the end of this section.

5. **Assessment by Referee**
   An experienced referee can do a better job of assessment because he/she knows what to look for and what aspects of refereeing are more important. You can have him/her give advice to the referee right after the game, or you may prefer that a report be first made to you. Your assessor should be looking at individual performance and how the referees work as a team.

   If you have enough referees who will serve as assessors, you can have your referees assessed over a set of games at various levels to provide an overall general performance critique.

6. **Assessment by Trained Assessor**
   If you have access to an experienced referee who has been trained as an assessor, you have the best opportunity to get informed and accurate information about your referees’ performances. You also have someone who is best qualified to communicate with your referees with a verbal critique of individual and team performance. You can also get better written reports to assist you in your scheduling.

   The United States Soccer Federation (USSF) and the United States Youth Soccer Association (USYSA) provide training courses for assessors. If either organization is in your SAYArea, contact them about training any of your referees who are willing to do assessing. The USSF also publishes a standard rating system. A copy of this is also included at the end of this section.

   Keep in mind that assessment is not only aimed at improving your referees. When done properly, assessment can also provide rewards and motivation and can improve your retention rate. Be sure you know your assessor. If it is done poorly, the effects may be just the opposite.

**COMMUNICATING ASSESSMENT**
While you, as the scheduler, are interested in the assessment results, it is even more important that these results be communicated to your referees.

1. **Individual**
   a. Communication with individual referees can be verbal, face-to-face, at the end of the game. It can also be verbal at a later pre-determined time and place. This allows for greater interaction between the assessor and the referee.

   b. There can be a written report with general observations and a performance critique. Or the preprinted form with the standard rating system can be used.
2. **Team**  
There can be a verbal discussion with the team of referees at the conclusion of the game, or a written report can be given to them. In either case, the emphasis should be on teamwork rather than individual performance.

3. **Group**  
a. Another way of communicating your assessment of referees is to speak to all of your referees as a group. One ideal time for this type of report is at the yearly training sessions for experienced referees. In this format, no particular referee is singled out for criticism, but many of the necessary points can be made.

   b. The group meeting can also be expanded to an open discussion of incidents, techniques, problems and game situations. Such a meeting could include all levels of referees.

4. **Summary Performance**  
a. If there is sufficient input, you could also provide a statistical rating of all referees based on reports from officials, coaches and/or assessors.

   b. Significant areas of concern could be presented statistically to alert the group about the aspects of refereeing that are most in need of improvement.

SAYAreas of assessment and sample assessment forms are included at the end of this section.
PAYMENT

Although there are those who feel that referees should be unpaid volunteers, experience has shown that in a vast majority of soccer programs, the officials must be paid.

For anyone who takes the job seriously, and every referee should, there is a great deal of pressure to get every call right. In addition, there is very little reward for a job well done, except for the referee’s inner satisfaction. Both teams and coaches have the opportunity to win, but the referee can’t win. There is almost always some grousing about missed calls or alleged favoritism.

Under these conditions, any program of appreciable size will not be able to recruit enough referees to cover all the games unless they are paid. Another consideration is that a large portion of your referees will be high school or college students. They always need money and will leave you for a paying job unless there is adequate money to be made in officiating.

HOW MUCH DO YOU PAY?
If possible, you want to be competitive with other part-time occupations. Also, rates will be higher for longer games and for older divisions. For example, a 2012 sampling of our SAYAreas showed the following rates, per referee, using the two-referee system:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passers (U8)</td>
<td>$16.00</td>
</tr>
<tr>
<td>Wings (U10)</td>
<td>$18.00</td>
</tr>
<tr>
<td>Strikers (U12)</td>
<td>$21.00</td>
</tr>
<tr>
<td>Kickers (U14)</td>
<td>$22.00</td>
</tr>
<tr>
<td>Minors (U16)</td>
<td>$27.00</td>
</tr>
<tr>
<td>Seniors (U19)</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

If other systems of control are used, fees can be adjusted accordingly. Fees should be decided in time for Districts to include the proper amounts in their budgets.

HOW DO YOU PAY?
There are several different systems. The most common method of payment for in-house games has each coach pay one of the referees in cash at the field before the game starts. If it is a traveling league, the home coach pays both referees. The coaches in these leagues receive a check at the beginning of the season to cover the necessary referee fees for the season.

Others have printed game reports that must be filled out by the referees and turned in. The referees are then paid by the scheduler, or the scheduler turns in a payroll voucher to the treasurer, who sends checks to the referees. Payment might be weekly, biweekly, monthly or for the whole season.

There will always be referees who need the money weekly, regardless of the payment schedule used. These special cases can usually be accommodated without much trouble.
The official procedure is completely described under Organizational Rule 9 found under the publication section of the SAY website (saysoccer.org).

There are certain aspects that are important for the referee to know, so that the proper information will be available to those deciding the protest. In many cases in the past, a satisfactory solution to a protest was not attainable because reliable information about the protested event was not available.

The word “protest” usually applies to a situation during play where a coach believes that a Law of the Game has been applied incorrectly. It can only be used in these special circumstances, not to complain about every call with which the coach disagrees. In order to determine whether this allegation is true, the reviewing authority must know all the facts of the situation obtained from a reliable, objective source…the referee, or more specifically, the entire referee team.

You must give special emphasis in your training of referees about the importance of a protest situation. The word “protest” from a coach must trigger some special procedures. The referee must immediately record all the aspects of the game and the specific situation, such as time of play, score, weather conditions, where the ball was at the time of the incident and enough quick notes to enable the referee to write a complete report about the application of the particular Law that is being disputed. However, the protest may be made after the game, which makes accurate reporting more difficult.

Notes should be made as soon as the referee knows about the protest.

The reviewing board should be made up of disinterested persons who are known to be fair and knowledgeable about the Laws of the Game. Your referee administrator should be a member of such a board. Protests can be decided in many ways. Here are a couple of examples:

**Protest upheld…fee returned.**
1. Replay the game from the point of protest (this is the usual decision)
2. Forfeit – only if an illegal player has been used
3. Replay entire game – only if field, weather conditions or player eligibility is a primary factor, never for a particular game incident

**Protest rejected.**
1. Protest invalid – fee not returned
2. Frivolous protest – fee not returned
3. Protest technically valid, but frivolous – return part or none of the fee
4. Protest technically valid, but had no effect on the outcome of the game – fee returned
Referee Administrator’s Schedule of Monthly Activities (SAMPLE)

Begins the month immediately after the end of a season

First Month
Straighten out records for the past season

Second Month
Notify District Representatives to identify their Referee Coordinators

Third Month
Get a list of all District Referee Coordinators
Set up a meeting of coordinators for early next month

Fourth Month
Referee Coordinator’s Meeting:
♦ Agree on training
♦ Identify trainers
♦ Set training dates
♦ Set referee fees
♦ Decide on assessment program and assessors

Fifth Month
1. At SAYArea/District Meeting:
   ♦ Report fees
   ♦ Report training plans
   ♦ Review codes of conduct
   ♦ Decide on Coaches’ Rules Training
2. At Trainer’s Meeting, agree on who will teach classes, or sections of classes
3. Referee sign-up for new referees and notify old referees

Sixth Month
1. At SAYArea/District Meeting, review Due Process and Protest Procedures
2. Begin referee classroom training

Seventh Month
1. At SAYArea/District Meeting, review game schedule needs (games in pairs)
2. Continue referee classroom training
3. Decide on referee scheduling procedure
4. Train assessors
Eighth Month
1. At SAYArea/District Meeting, report on training
2. Begin field training and test of referees
3. Set schedule for referee assignment meetings
4. Have a meeting of all referees:
   ♦ Review rules and problems from last year
   ♦ Review Protest, Due Process and Codes of Conduct
   ♦ Review pay and scheduling
   ♦ Review what to do if a player or coach is red-carded
   ♦ Review game reports, if used
   ♦ Review how to get substitutes, in an emergency
5. Begin scheduling

Ninth Month
1. At SAYArea/District Meeting, deal with any problems that have arisen
2. Continue scheduling
3. Assign assessors and begin assessing
4. Help with protests as they arise
5. Pay and Scheduling meetings
6. Get a list of ALL referees working in your SAYArea
7. Notify Districts that you need a list of referees to work the SAYArea Tournament
8. SAYArea Tournament meetings

Tenth Month
1. SAYArea Tournament Meeting:
   ♦ Agree on referee pay
   ♦ Protest procedure
   ♦ Agree on shoot-out or tie-breaker situations
2. Continue scheduling and assessing
3. SAYArea Tournament referee scheduling
4. Notify referees of tournament games

Eleventh Month
1. SAYArea Tournament
2. Put together list of referees for tournaments

Twelfth Month
At SAYArea/District Meeting, review the year
KEEPING RECORDS

You will be able to do a better job if you make it a point to keep good records.

Evaluation of your referees will be much easier if you have written down every instance of a referee being praised or criticized. When the same referee is criticized several times for the same failing, you will know where some additional training is needed.

You also might want to keep an account of players who are red-carded. You might discover some habitual offenders who require some corrective instruction. Something else to look for is a referee who appears to be giving out too many red cards.
BIBLIOGRAPHY

Bedard, Roland – *Refereeing Youth Soccer*, SAY Soccer, 2812 East Kemper Road, Cincinnati, OH 45241, 2011

Ager, David – *The Soccer Referee’s Manual*, Reedswain* & Soccer Learning Systems*

Harris, Paul – *Little Book of Soccer*, Reedswain*

Harris, Paul and Larry – *Fair or Foul?*, Reedswain* & Soccer Learning Systems*

Harris and Klein – *The Referee’s Referee*, Reedswain* & Soccer Learning Systems*

Lover, Stanley – *Soccer Laws Explained*, Soccer Learning Systems*

------------- – *Soccer and Its Rules*, Reedswain* & Soccer Learning Systems*

Mathurin, Emerson – *In Search of Fair Play*, Reedswain*

Richardson and Wineberg – *The Psychology of Officiating*, Reedswain*

*VENDORS’ ADDRESSES*

<table>
<thead>
<tr>
<th>Soccer Learning Systems</th>
<th>Reedswain, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 277</td>
<td>612 Pughtown Road</td>
</tr>
<tr>
<td>San Ramon CA 94583</td>
<td>Spring City PA 19475-3310</td>
</tr>
<tr>
<td>(800) 762-2376</td>
<td>(800) 331-5191</td>
</tr>
</tbody>
</table>

Other excellent books, listed below, and were not advertised by these vendors may be available at regular bookstores.

Lover, Stanley – *Association Football Match Control*

Sellin, Eric – *The Inner Game of Soccer*

Taylor, Jack – *Soccer Refereeing, A Personal View*
SAMPLE CODE OF ETHICS FOR REFEREES

The ideal referee is one “who notices everything, but is seldom noticed himself.”

You, as a referee, are charged with the following:

♦ Insuring fairness by enforcing the rules and laws of the game
♦ Minimizing the possibility of injury to all involved
♦ Controlling the conduct of the game
♦ Controlling the temperament of the crowd

Therefore, as a good soccer referee you MUST:

1. Have a good understanding of the rules, rule changes and mechanics of officiating.

2. Be on time for the game. Allow enough time for a pre-game conference with your fellow official(s) and to cover all pre-game duties properly.

3. Be proud of your appearance – LOOK and ACT like a referee.

4. Be well equipped with a coin, whistle, watch, red and yellow cards, rulebook, game card and pencil. These are absolute necessities.

5. Be prepared to be physically in the game and mentally alert. Stay on top of the play, but out of the way.

6. Do not smoke on or around the field. As for alcohol and drugs, DON’T!

7. Do no use abusive language or profanity at any time.

8. Address all players by their numbers and coaches by the title “Coach”, “Sir”, “Mrs.”, etc. Never use first names while performing as a referee.

9. Do not socialize with the coaches, players or fans immediately before, during or after the game. Stay with your fellow official(s).

10. Present an air of authority (not superiority). Respect the coaches and players and inform them you expect the same in return. Always be courteous and considerate, but do not sacrifice firmness.

11. Always deal firmly with actions that could result in injury to a player. You will maintain control of the game by good refereeing.

12. Do not place your hands on a player when he/she appears to be highly agitated. Player may misconstrue the action and become aggressive.
13. During and/or after the game, do not make statements to players, coaches or spectators about the game except to clarify a rule interpretation. Never hesitate to explain rules and calls, but only at appropriate times.

14. Maintain your “cool” with an irate coach or player. **DO NOT ARGUE!** You cannot win.

15. Be professional with fellow officials. **DO NOT** discuss other officials with coaches. Constructive criticism must be directed in private to the official concerned.

Failure to do any of the above may result in disciplinary action.

I hereby pledge to follow this Referee’s Code of Ethics.

______________________________________           ______________
SIGNATURE            DATE
REFEREE REPORT FOR SEND OFFS
Soccer Association for Youth, USA

Submit a separate report for each person sent off from a game.

Game date ____ / ____ / ____  Location _______________________________________

SAY Area and/or District______________________________________________________

Scheduled start time: __________  Actual start time: __________  Age Group: _______

Home team: ________________________  Visitor: _____________________________

Scoring:
1st Q: ________  2nd Q: ________  3rd Q: ________  4th Q: ________  Final: _________

Player’s name: ____________________  Number: _____  Team: __________________

Reason for send off  (circle only one)
1.  Serious foul play.
2.  Violent conduct.
3.  Spits at an opponent or any other person.
4.  Denied an opponent a goal or obvious goal scoring opportunity by deliberately handling the ball.
5.  Denied an obvious goal scoring opportunity to an opponent moving towards the player’s goal.
6.  Offensive, insulting or abusive language.
7.  Received a second caution in the same match.

Explanation (give full details of the incident): __________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
(Use additional pages if needed)

Referee name: _________________________  Phone number (        )______________
Asst. #1 name: _________________________  Phone number (        )______________
Asst. #2 name: _________________________  Phone number (        )______________
SAYAREAS OF ASSESSMENT

APPEARANCE
The credibility of a referee can be enhanced significantly if he/she “looks” like a referee. This means overall neatness. No crumpled uniform, dirty shoes, unshaven face or cigarettes in the pocket. Your full uniform is best. With younger referees, this is not as important, but at least a referee’s shirt is required and should be tucked in. The pay for younger divisions is not very high and it is not fair to require a complete, expensive uniform at the start.

PRE-GAME
The referees should confer before the game. They should check the field and goals and the players’ equipment and determine if there are any ground rules for the particular field being used.

FITNESS
Some aspects that can help determine fitness include being able to keep up with play, not having to slow down towards the end of the game and the ability to sprint when necessary.

ATTITUDE
A proper attitude towards players and coaches can do much for a referee’s credibility and can make for a much better game. Some of the attributes to look for are:
- Firm, but fair
- Authoritative, but courteous
- Responsible, yet cooperative
- Approachable, but not permissive
- Tolerant and supportive of fellow officials
- Does not fraternize excessively with players or coaches

POSITIONING AND MECHANICS
Look for proper positioning on goal kicks, corner kicks, throw-ins, penalty kicks and free kicks near a goal. Does the referee stay generally close to play, but not too close? Is positioning adjusted quickly enough with changes in play? Is the referee, when in the lead, in a position to correctly view offside? Look for indications of cooperation between the officials.

GAME CONTROL
This is a function of an official’s knowledge of the laws, correct interpretation of their letter and spirit and the courage to apply them and take stern action when necessary.

The things to watch for are as follows:
- Commanding respect and having authority
- Not stopping the game for trifling offenses
- Giving clear, firm and prompt decisions
♦ Not permitting constant dissent, but ignoring a quick flare-up
♦ Controlling the actions of players by applying disciplinary measures
♦ Using correct procedures when cautioning or ejecting players
♦ Catching off-the-ball infractions

**SIGNALS**
A good referee will make sure that the whistle is heard, and will vary the sound to indicate the degree of his/her displeasure. Hand signals should always be used so that all will know the nature of the infraction.

**IMPARTIALITY**
It is well understood that any referee begins a game with an attitude of total impartiality. But there are some who will react negatively to harassment from players and/or fans of one of teams, and calls will begin to go heavily against that team. Such a reaction is totally unacceptable.

Another indication of loss of impartiality is when the referee’s calls are constantly late and consistently in agreement with the noisy crowd or players.

**ACCURACY OF DECISIONS**
You can’t always second-guess the referee on foul calls because you are viewing the action from further away and at a different angle. But there are many situations that will tell you whether the referee is correctly identifying the infraction and applying the appropriate penalty. Does the referee:

♦ Know the difference between accidental and intentional handballs?
♦ Know the difference between a player jumping into an opponent and that opponent backing under a player who is jumping to head the ball?
♦ Make the right call when an obstructing player is contacted in the back?
♦ Know the difference between a clean slide tackle and an attempt to trip?
♦ Issue cautions for serious fouls for unsporting behavior?

**USE OF ADVANTAGE**
The advantage clause provides that any foul where the ball is controlled by the offended team need not be called, so that the momentum of the game can be maintained and the team committing the foul does not gain an advantage because of their unfair actions.

Some characteristics of the referee’s performance to look for are:

♦ Consistency – Gives the advantage for similar infractions by players of both teams throughout the game
♦ After allowing a hard-foul advantage, notifies the guilty player
♦ In a close, hotly-contested game, uses advantage sparingly
♦ Allows advantages when there is no physical contact
♦ In the younger division, where education is part of the job, does not use advantage
# REFEREE ASSESSMENT FORM

Name of Official_____________________________________Game Date __________

Site_____________________________Level______________Boys or Girls_________

<table>
<thead>
<tr>
<th>Needs</th>
<th>Superior</th>
<th>Good</th>
<th>Acceptable</th>
<th>Improvement</th>
<th>Poor</th>
<th>Score</th>
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<tbody>
<tr>
<td>1. Dress &amp; Appearance</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>____</td>
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<tr>
<td>2. Pre-game organization</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>3. Knowledge of the rules, proper interpretation &amp; application</td>
<td>15</td>
<td>13</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>____</td>
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<tr>
<td>4. Positioning &amp; mechanics</td>
<td>15</td>
<td>13</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>____</td>
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<tr>
<td>5. Game control; attitude toward players, coaches, spectators and other officials</td>
<td>15</td>
<td>13</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>____</td>
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<tr>
<td>6. Accuracy of decisions</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>____</td>
</tr>
<tr>
<td>7. Use of advantage</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>____</td>
</tr>
<tr>
<td>8. Clarity of calls; use of signals</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>____</td>
</tr>
<tr>
<td>9. Consistency of calls and decisions made</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
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**TOTAL SCORE ____**

For any referee the game was: difficult average easy

<table>
<thead>
<tr>
<th>Score</th>
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<th>50-64</th>
<th>31-49</th>
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<tr>
<td>Good</td>
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</tr>
<tr>
<td>Acceptable</td>
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<tr>
<td>Needs Improvement</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td></td>
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</table>

Signature of Assessor______________________________________________________
FACTORS, WHICH CONTRIBUTED POSITIVELY TO THE RATING:

FACTORS, WHICH WERE DETRIMENTAL TO THE RATING:

SAYAREAS NEEDING IMPROVEMENT – RECOMMENDED ACTION:
REFEREE OBSERVATION

Many important aspects of a referee’s performance can be accurately evaluated by someone who knows little or nothing about the rules of soccer. That may sound impossible, but the following paragraphs will explain how this can be done by anyone who takes the trouble (and has the discipline) to watch the referee instead of the players during a game.

Conformance with these easily evaluated characteristics does not guarantee excellent officiating, but it does show that the referee has absorbed many aspects of his/her training and is attempting to be a good referee.

**APPEARANCE**
The appearance of the referee can have an immediate and lasting effect on his/her credibility.

The referee should be clean and neat and wearing an approved uniform. Many SAYAreas/Districts require only a black shirt (tucked in), but the rest of the referee’s dress should be subdued and not similar to either team’s uniform.

The referee should have all the required tools, a whistle, coin, watch, red and yellow cards, something to write with and something to write on.

If bad weather requires additional layers of clothing, these should be under the referee shirt. However, a black jacket is acceptable.

**PRE-GAME**
The referee should be on site about 15 minutes before game time, a little less if games are scheduled closely together. Both referees, preferably together, should check the condition of the field and inspect the nets to assure that they are properly attached. If the goals are portable, correct placement should be checked. The referees should confer before the match begins.

**DEMEANOR**
In his/her contacts with coaches, players and fans, a referee should be uniformly friendly to all. There should be no indication that one team is favored. For example, spending half time with one team is a very bad practice.

A referee should indicate confidence, but not arrogance or disdain toward anyone, even after a serious foul.

Watch for signs of complete attentiveness to the match.

With very young players, some calls should be explained, to some extent, but not so as to delay the game appreciably.
MECHANICS
This term refers to how the referee moves about the field as the game proceeds, to be in the best position to observe each situation. It also refers to how the referee performs his/her duties as a game official. For further information about proper positioning, you should refer to “Refereeing Youth Soccer,” pages 4 through 8, which describes all systems of game control.

The referee’s whistle should be clearly audible. Hand signals should be used on every call so that all will know what has been called and the direction of play.

The officials should make frequent eye contact with one another.

Officials should be keeping a written record of the game.

REPORT
Dissent with calls or abuse of referees by coaches or fans should be described on the report form.

This form should be submitted to the referee administrator. It is recommended that the observer not discuss the report with the referee observed.
REFEREE OBSERVATION FORM

Referee Name:____________________________________ Date:_____________

Field:________________________Time:_____________Division______________

OBSERVATIONS

Appearance
Neatness_____________________________________________________
Approved Uniform______________________________________________
Proper Equipment______________________________________________
Other________________________________________________________

Pre-game
Timely Arrival_________________________________________________
Field & Net Check_____________________________________________
Confers w/Other Referee________________________________________
Other________________________________________________________

Demeanor
Friendly______________________________________________________
Impartial_______________________________________________________
Confident_____________________________________________________
Respect_______________________________________________________
Other________________________________________________________

Mechanics
Positioning – Lead & Trail_______________________________________
Free Kicks____________________________________________________
To Goal-Line for Shots__________________________________________
Uses Signals____________________________________________________
Whistle Audible________________________________________________
Eye Contact w/Partner__________________________________________
Keeps Written Record___________________________________________

General Comments About Game
________________________________________________________________
________________________________________________________________
________________________________________________________________

Observer___________________________Telephone_______________________
HOSTING SAY TOURNAMENTS
SUGGESTIONS/GUIDELINES

OVERVIEW
SAY National does not discourage tournament play, nor does in encourage tournament play in our recreational programs. SAY National is not directly involved in tournaments. Only a SAYArea may request tournament sanctioning through the National Office. SAYAreas are the only entities that SAY National can hold responsible. Districts are the responsibility of their SAYArea, while teams are accountable to their Districts. Sanctioning of a tournament by SAY National is to simply supply the insurance.

An end-of-the-season District or SAYArea Tournament is automatically covered by SAY accident and liability insurance, as it is a natural progression of the season. To hold any other type of tournament, including a State Tournament, you must submit a Tournament Application to the National Office to ensure coverage. This insurance applies to all players, coaches, volunteers and referees. Any invitational tournament should be limited to recreational teams. Approval is obtained by written request to the National Office. You must submit the rules that will be used and a copy of the invitation, which includes these rules. You can find the tournament application on the SAY website at [www.saysoccer.org](http://www.saysoccer.org) under the forms section— Application to Host Tournament or Games.

Once your Tournament is approved there are many things to consider, schedule and organize prior to the start of the tournament. The following will give you guidelines and pointers on how to host a successful tournament.

TOURNAMENT TIPS
Many soccer organizations enjoy doing something in addition to their regular season of games. They put on a tournament. A tournament presents the opportunity to play teams you don’t play during your regular season, a chance to play some warm-up games before the season starts or an extra game or two after the season ends. Then, of course, there are the SAYArea and State tournaments, which can be very high-tension affairs.

Specific rules concerning Tournaments can be found in the SAY National Organizational Rule 16 under the publication section of saysoccer.org.

If you are faced with managing a tournament and have little or no experience, the following information will present to you recommendations based on the accumulated experience of many tournament managers. Read them carefully and your job will be a lot easier.
ADVANCE PLANNING

The size of your tournament and the purpose of the tournament are going to affect how much advance planning you have to do. Planning for the smallest tournament is a significant job that will have most of the aspects of a large tournament. You will want to make plans for all aspects of your tournament well ahead of time so that everything will be provided for.

PURPOSE
Why are you having this tournament? Will it involve highly skilled teams with intense competition, such as a SAYArea or State tournament? These affairs are extremely important to all participants and must be very well administered in order to provide the atmosphere of excellence that such a tournament is expected to have.

At the other end of the scale, there are tournaments that are strictly for fun (at least they’re supposed to be), such as a pre-season warm-up tournament or a post-season consolation tournament. The objective here is to provide some extra games for the teams and perhaps a chance to play some teams that were not seen during the regular season. Everything doesn’t have to be perfect, but you will still want to have a smoothly run tournament.

TYPE OF TOURNAMENT
One of the very first decisions you will have to make is the type of tournament you wish to host. There are many possible formats.

1. **Single Elimination** (one-and-out) – This usually requires three or four days to complete and is played over two weekends.

2. **Double Elimination** (two-and-out) – A more complex variation. Losing teams play a second game in a losers’ bracket. The winner of the losers’ bracket plays the winner of the winners’ bracket for the championship. While this format is popular, it requires additional playing days or multiple games per day to allow the losers’ bracket to finish at the same time as the winners’ bracket (see sample brackets at the end of this section).

3. **Weekend Tournaments**
   These usually require the playing of two shortened games per day.
   ♦ Two Day
   ♦ Three Day

ORGANIZING
This means that you write down everything that you want to have happen before and during the tournament, what must be done to make these things happen and who is going to do what must be done. Then you write down all the things that can happen to impede the tournament in any way and you plan what will be done to circumvent these impediments.

1. **Number of Teams** – If you are running a SAYArea or State Tournament, the number of teams in each division will be those who have qualified from lower level play and you must prepare for this prescribed number. Some of the divisions may need additional “wildcard” teams to fill out the bracket.
If you are holding an invitational tournament, you will have to decide how many teams in each division can be accommodated. This will be affected by the fields you have available. The number of days of play will also affect the number of teams that can be registered.

2. Setting the Dates
For a SAYArea or State Tournament, the dates will usually be predetermined by the end of play of the lower level qualifying for the tournament. For an invitational tournament, you will want to avoid dates that might limit participation or that will conflict with regular season play games. Three-day holiday weekends are popular, but a Mother’s Day or Father’s Day weekend would probably not work very well. Make sure you are not in conflict with any local celebration. Unless you plan a small tournament, do not schedule your tournament opposite another being held nearby.

If possible, plan for contingency dates to allow for possible rainouts.

3. The Invitation
If you are inviting teams to enter your tournament, you should include as many details as possible in your written invitation. For example:

♦ Dates, places and times
♦ Age divisions (it is very important to communicate the EXACT breakdown of ages per division. This is essential if you are opening the tournament to non-SAY teams registered with a member of the USSF. Often other organizations will have a different age breakdown and you want to be sure team are placed in the appropriate SAY age division))
♦ Boys, girls, coed
♦ Eligibility requirements (how teams were formed)
♦ Registration fee, checks payable to
♦ Refund Policy
♦ Number of games each team guaranteed
♦ Number of games winning team will play
♦ Limits on number of teams per division
♦ How ties will be broken
♦ Length of games
♦ Tournament format
♦ Deadline date for entry
♦ How teams will be chosen if there are too many entries
♦ Names, address and phone number of contact person
♦ Awards that will be given
♦ Social event planned around tournament

4. Finances
You should prepare a detailed budget. You should try to anticipate all expenses, and allow a little extra to cover “surprise” expenses. In considering receipts, don’t
plan on donations or sponsorship unless you are absolutely sure that they will be forthcoming. Incorrect assumptions here can be disastrous.

The difference between donations and sponsorships and the total expense budget will determine the team registration fee you must assess to cover expenses. However, overall expenses will not be directly proportional to the number of teams registered. Some costs will be incurred regardless of that number. Therefore, you will want to be as accurate as possible in estimating the number of teams that will register.

Most tournaments are budgeted to break even. However, there are cases where a tournament is used as a fund-raising device. The profit you wish to derive must be included in the expense part of the budget.

Set a firm policy of allowing no unbudgeted expenses unless approved by certain members of the tournament committee.

Have a separate tournament checking account. Deposit all checks as received and pay refunds and expenses promptly from this account.
THE TOURNAMENT COMMITTEE

At a minimum, there should be someone in charge of each of the following functions. Depending on the size of the tournament, each of these may need assistants.

1. The **Tournament Director** will be the Chairperson of your Committee. You will want someone who has demonstrated administrative talents, is knowledgeable about soccer, can make decisions quickly and will be accessible. This latter is very important. The person in charge must be available to make decisions quickly when problems arise. If your chairperson spends a lot of time out of town or otherwise unavailable, frustrations will arise within the committee.

   In order that he/she is free to exercise general supervision, the Tournament Director should not take on any other specific duties.

2. The **Field Manager** will be charged with choosing the fields to be used, preparing them for play and maintaining them from game to game, when necessary. The Field Manager will also be responsible for the site in general, including a headquarters, restrooms, trash disposal, first aid and maintaining tournament status on a public ladder board. If any of the chosen fields are subject to being flooded, alternate fields should be arranged for, in advance, on an as-needed basis.

3. The **Treasurer**, as with the Tournament Director, should be easily accessible so that bills can be presented and paid in a timely manner. It will be the Treasurer’s responsibility to draw up the budget, which must then be approved by the full committee. The Treasurer will open a special checking account for the tournament and will issue a financial statement to committee members after the tournament.

4. The **Buyer** will be responsible for purchasing supplies and awards. A further responsibility will be to arrange for the sale of souvenirs and concession items, among other things, at the tournament site.

5. The person in charge of **Public Relations** will be responsible for contacts with local news agencies, having a photographer at the fields and sponsor recognition.

6. The **Chief Referee** will be responsible for securing referees for all the games and will arrange for the amount and method of payment, if the referees are being paid. Another responsibility may be assessment of referees during early games so that the best referees can be chosen for the championship games. In all cases, referees should have no connection with either team in the game. Reserve referees should be on-site at all times to allow for no-shows, injury or illness of a scheduled referee. It is a good idea to provide free refreshments for referees.

7. The **Scheduler** will prepare all game schedules and a written draft of the rules of competition, which, once approved, will be given to all coaches. The Scheduler will preside over the pre-tournament coaches meeting and will prepare and distribute the tournament information packets.
Some aspects of scheduling that should be considered are:

♦ If all the teams are local or are being housed locally, distribute game times so that each team will draw early and late games.

♦ If some teams must drive an appreciable distance to come to the tournament site, they should not be scheduled for the first or last games of the day.

♦ If several sites are being used and field sizes permit, teams should play at all sites.

♦ If teams are playing two games on the same day, times between games should be as equal as possible for all teams. No teams should be required to play consecutive games.

♦ Teams who meet each other during the regular season should be placed as far from each other as possible in the brackets.

♦ Unless you know the teams very well, don’t try to seed them in the brackets.

8. The Registrar will process all team applications and will be responsible for determining the eligibility of team and players. The easiest way to do this is to have the team’s SAYArea or District certify that the team has been legally formed. If a player’s eligibility should be challenged during the tournament, time constraints can make it very difficult to process the challenge before that team plays another game. Some SAYAreas have eligibility rules that do not exist in other SAYAreas. For example, some SAYAreas may permit a player to participate on USYSA teams at the same time as they play on SAY teams and some do not. You have to accept any recreational team that has been formed in accordance with its own SAYAreas rules.

If a tournament will include teams from many SAYAreas, it is a good idea to run the tournament strictly according to the organizational and playing rules as presented in the SAY Rulebook and to inform all teams of that fact before the tournament.
THINGS TO BE PREPARED FOR…

COLOR CONFLICTS
It is almost inevitable that you will have games scheduled where both teams are wearing the same, or nearly the same, colored jerseys. Experienced coaches will have a separate set of jerseys or pinnies of a different color, but many will not.

LOST AND FOUND
You should be prepared to handle lost and found items at your tournament headquarters. This should be publicized in your team information kits and a “Lost and Found” sign at headquarters would also help.

PROTESTS
You should be prepared to process game protests immediately, as they occur. Because tournament schedules are so crowded, you can’t afford to let the game proceed, decide the protest later and then perhaps replay part or all of the game later.

INJURIES
It is always prudent to be prepared for injuries. If possible, have an ambulance with paramedics at the site during the entire tournament. Next best is to provide communications with local emergency squads, so they can respond quickly, if needed. If not, know where the nearest hospital is and be prepared to take injured players there.

Perhaps you can persuade one or more doctors to be present or a sports medicine clinic’s staff. As SAY volunteers, they would be covered by SAY’s liability insurance. It may also help to offer them free advertising around the field, or in your tournament brochure, if applicable. Parents of players should be asked to sign medical release forms (see page 43) if neither of them is going to be present at their child’s games.

TELEPHONES
Have telephones available for people to call out and have a publicized headquarters telephone number for people to call in.

FIELD IDENTIFICATION
Each field should be identified, by number and/or letter and should be plainly marked. One good way is to paint the numbers or letters on each goalpost or attach signs on the sides of the nets.

FIELD SUPERVISOR
You will want to have a Field Supervisor at each field. He/she will keep track of players’ playing time, will summon a Protest Committee if needed and will assist coaches in getting answers to questions about the tournament. The Supervisor should have a copy of the game schedule for his/her field, the rules and the names of the referees assigned to each game. If possible, each Supervisor should have access to a “walkie-talkie” radio or a cell phone.
AWARDS
It is best to give out team awards shortly after each championship game. Teams who have to travel a considerable distance may want to get as early a start as possible.

Have the correct number of trophies set out and ready by checking the rosters of the winning teams.

There should be a place prepared for the taking of team pictures, preferably with some sort of tournament sign or banner in the background.

We encourage you to visit Rixstine Recognition (www.rixstine.com) for all your trophy and award needs.

AFTER THE TOURNAMENT
Be prepared to make a good clean up of the tournament facilities.

Hold a Tournament Committee Meeting as soon as possible to evaluate the tournament. A complete written report should be prepared. It should include all problems that arose and how they were handled. These reports can be very helpful to future tournament committees.
TOURNAMENTS AND YOUR RIGHTS

There are a few good things you need to know about tournaments, whether you are planning on hosting a tournament or participating in a tournament. SAY Soccer is an affiliate member of the United States Soccer Federation (USSF). As such, we are required to follow the policies and by-laws of the USSF concerning tournaments. ALL members of the USSF MUST abide by these guidelines.

There are two types of tournaments you can host or participate in. They are considered either “unrestricted” or “restricted.” The definitions of these are very important. According to the USSF policies:

- **Tournaments hosted by Organization Members or their members shall fall within one of two classes**

- **UNRESTRICTED TOURNAMENT** - A tournament that is open to all Federation affiliated participants. Any tournament that allows international participants must be UNRESTRICTED.

- **RESTRICTED TOURNAMENT** - A tournament that is only open to members of a single Organization Member or a subset thereof.

This means you can either host or participate in a tournament that is open to SAY members ONLY if it is restricted tournament.

An unrestricted tournament is open to any USSF member whose teams are formed within the same manner with other participants in the tournament. Please note if any other member of the USSF is permitted in the tournament, SAY teams are also legally allowed to participate in the tournament as long as they meet the tournament guidelines.

There also is a USSF by-law concerning tournaments:

Section 2 by-law 603 - An Organization Member (other than a Professional League) shall not discriminate against the participation of players, teams, coaches, or clubs on the basis of that player, coach, team, or club’s membership in, or affiliation with, another organization. The Federation encourages its Organization Members to allow teams of all other Members to participate in tournaments sponsored by them or any of its organization members when the teams otherwise comply with the tournament eligibility requirements. A tournament sponsor may charge each team of another Member an additional fee of not more than $25 to participate in the tournament.

If you have any questions about hosting or participating in a tournament please call the National office!
HOSTING A SAY TOURNAMENT AT A GLANCE

- Decide if you will host a restricted or unrestricted tournament
- Be very clear of your age divisions. If other organizations are allowed to participate be SURE the birthdates and ages of their players align with your age divisions. Not all divisions are created according SAY guidelines across the USA.
- Apply for Sanctioning through the National Office
- Type of Tournament – Single or Double Elimination, round robin, etc?
- Set the date (and possibly an alternative date in case of emergency)
- Create Literature for advertising or invite teams to participate
- Create a budget which is very detailed
- Create a Tournament Committee and assign job responsibilities.
- Referees should be your top priority. Secure more referees than you think you will need.
- Schedule games fairly. No team should play consecutive games.
- Prepare for:
  - Color Conflicts
  - Lost and Found location
  - Protests
  - Injuries
  - Telephones
  - Field Identification
  - Field Supervisors
  - Awards
  - Tie Breakers
SAMPLE BRACKETS

For Single-Elimination, Use Upper Bracket Only
For Double-Elimination, Use Both Brackets

Loser to A (1)
  
  Loser to F (5)

Loser to B (2)
  
  Loser to G (11)

Loser to C (3)

Loser to E (6)
  
  Loser of 14
If 1st Loss

Loser to D (4)
  
  Loser to H
If 1st Loss

Loser to H

Winner

or

Loser of 14

Winner


A
  
  Loser 1 (7)

B
  
  Loser 2

C
  
  Loser 3 (8)

D
  
  Loser 4

E
  
  Loser 6 (9)

F
  
  Loser 5 (10)

G
  
  Loser 11 (13)

H
  
  Loser of 14
If 1st Loss
WEEKEND TOURNAMENTS

Tournaments held on a single weekend usually involve playing two games each day (game times may be shortened by about 25%). This allows a maximum of four rounds of games in a two-day tournament and six-rounds in a three-day tournament.

Saturday AM   Round 1
Saturday PM   Round 2
Sunday AM     Round 3
Sunday PM     Round 4
Monday AM     Round 5
Monday PM     Round 6

On any given field, a round of games will be three or four games, depending on the length of the games.

TWO-DAY TOURNAMENT

Four rounds available. Two games guaranteed.

4 Teams: Each team plays all the others. This involves two games in each of three rounds. The team with the best record wins the championship. If a tie results, the fourth round can be used to play a championship game.

5 Teams: You cannot schedule every team to play all the others and you cannot form two groups, each group to play within itself. A five-team tournament should be avoided.

6 Teams: Divide the teams into two groups of three. All teams in a group play each other (round-robin). The group winners then play in round 4 for the championship.

GROUP A       GROUP B
1             4
2             5
3             6

ROUND 1       ROUND 2       ROUND 3
1-2           1-3           2-3
4-5           4-6           5-6

7 Teams: Cannot be scheduled fairly. You can divide the teams into a group of four and a group of three. Have each play round-robin and the group winners for the championship. However, the four-team group will play one more game each than the teams in the tree-team group. Some teams might complain on the basis of being required to play
an extra game to qualify for the final, or of being deprived of another
game to play. It is best to avoid a seven-team division.

8 Teams: Two four-team groups play round-robin within each group. Group
winners play for the championship in round 4.

Divisions of more than eight teams require semi-final, as well as final games, and
cannot be accommodated in the four-round format. It has been done by not playing full
round-robins in the groups. This can be very unfair because some teams might play the
best team in the group, while another would not. This format is not advisable.

THREE-DAY TOURNAMENT

Six rounds available. Three games guaranteed. The sixth round is usually not used so
teams can get an early start to return home.

4 Teams: Same as discussed under the Two Day Tournament.

5 Teams: Teams play round-robin. This involves two games in each of five
rounds. Best record wins.

6 Teams: Teams play round-robin. This involves three games in each of five
rounds. Best record wins. With more than six teams, divisions must
have an even number of teams to be fairly scheduled. Do not
schedule 7, 9, 11, 13 or 15 teams.

8 Teams: Two four-team groups play round-robin within each group. This
involves a total of 4 games in each of three rounds. The group
winners play for the championship or the two best from each group
play semi-final games in the fourth round with the winners playing for
the championship in the fifth round.

10 Teams: Set up one group of four and two groups of three teams. Each group
plays round-robin. The three-team groups play as shown under
“Two Day Tournament, 6 Teams,” except that the teams drawing
byes in each round play each other.

<table>
<thead>
<tr>
<th>ROUND 1</th>
<th>ROUND 2</th>
<th>ROUND 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>1-3</td>
<td>2-3</td>
</tr>
<tr>
<td>4-5</td>
<td>4-6</td>
<td>5-6</td>
</tr>
<tr>
<td>3-6</td>
<td>2-5</td>
<td>1-4</td>
</tr>
</tbody>
</table>

The winners of the three-team groups and the two best finishers from
the four-team groups play semi-finals, with the winners playing for
the championship.

12 Teams: Three groups of four teams play round-robin. Three group winners
and the team with the next best record play in semi-finals. Winners
play for the championship.
16 Teams: Four groups of four teams play round-robin. Group winners play semi-finals. Winners play for the championship.

TIE BREAKERS

In round-robin group play, no extra time is played to break ties in individual games. Teams get three points for a win and one point for a tie. It can happen that, at the end of round-robin play, two teams will have the same number of points. The following tie-breakers are recommended:

1. Result of head to head competition

2. Goals allowed during preliminary rounds – A maximum of four would be counted for each game.

3. Goals scored during preliminary rounds – A maximum of four will be counted for each game.

4. Coin Toss

Ties in semi-final and final games will be resolved by overtime play and/or penalty kicks. It is recommended that two overtime periods be played, **not** “sudden death.” Then, if still tied, penalty kicks be used to decide the game. A quicker decision usually can be achieved by making these periods “sudden death,” but this method is not as satisfying to the teams.

- Passers (U8) – 5 minutes each overtime period
- Wings (U10), Strikers (U12) & Kickers (U14) – 8 minutes each overtime period
- Minors (U16) & Seniors (U19) – 10 minutes each overtime period

Penalty kicks will be taken, first in a group of five and, if still tied, singly until one scores and the other does not.

Kicks are to be taken by those players on the field when the second overtime period ended. No player may take a second kick until all eleven players have taken a penalty kick. The order of players may be changed when a second round starts.
# Tournament Playing Time Record

**Team Name:** ____________________  **Coach:** ____________________  **Color:** ____________________

**Date:** ____________________  **Field:** ____________________  **Time:** ____________________

<table>
<thead>
<tr>
<th>Player #</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In</td>
<td>Out</td>
<td>In</td>
<td>Out</td>
<td>In</td>
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<tr>
<td>2</td>
<td>In</td>
<td>Out</td>
<td>In</td>
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<td>In</td>
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<tr>
<td>3</td>
<td>In</td>
<td>Out</td>
<td>In</td>
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<td>In</td>
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<td>4</td>
<td>In</td>
<td>Out</td>
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<tr>
<td>5</td>
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<td>10</td>
<td>In</td>
<td>Out</td>
<td>In</td>
<td>Out</td>
<td>In</td>
</tr>
</tbody>
</table>
APPLICATION TO HOST TOURNAMENTS OR GAMES

For open tournaments please include that your tournament is sanctioned by SAY Soccer in any advertising media.

Name of Tournament ________________________________________________________

Hosting Team/Club/League/Association ___________________________________________

☐ Restricted Tournament (SAY Only) ☐ Open Tournament (All Teams Affiliated with the USSF)

SAYArea _____________________________ District _____________________________

Tournament Director ______________ Date Submitted _____________________________

Address ___________________________ Phone ________________________________

City _______________________________ State ___________ Zip _________________

Tournament/Game Date(s) _____________________________________________________

SAYArea Representative _____________________________________________________

Phone Number ________________ Email _________________________________

SAYAREA Representative Signature __________________________ Date _____________

SAYAREA President Signature __________________________ Date _________________

Minimum number of games played by each team __________________ Entry Fee ________

Tournament/Game will include the following categories:

____ Boys Passers (U-8) ______ Girls Passers (U-8)
____ Boys Wings (U-10) ______ Girls Wings (U-10)
____ Boys Strikers (U-12) ______ Girls Strikers (U-12)
____ Boys Kickers (U-14) ______ Girls Kickers (U-14)
____ Boys Minors (U-16) ______ Girls Minors (U-16)
____ Boys Seniors (U-19) ______ Girls Seniors (U-19)

In granting this permission to host a tournament or games, neither SAY nor the SAYArea shall be liable for transportation, lodging or injury to person or property sustained in the course of the sanctioned event.

***** PLEASE ATTACH A COPY OF THE TOURNAMENT RULES *****

** FOR SAY NATIONAL OFFICE USE ONLY **

☐ This Application is APPROVED ☐ This Application is NOT APPROVED ☐

_____________________________ _____________________________
SAY National Authorization Date

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SOCcer for Youth With Special Needs

This section deals with various options available to SAYAreas or Districts to meet the special needs of a part of our population – those who are mentally challenged and/or have any manner of learning or physical impairments. The options outlined are based on successful programs for Special Kids, both inside and outside SAY. Separate SAY programs for these children have been run in SAYAreas. Information is also presented here from the Special Olympics program, some of which was presented to us by their Director of Unified Sports Programs at our 1989 Annual Meeting.

It is worth stating that any of these programs are based on the premise that the participants have mastered primary and perceptual motor skills and, additionally, possess a sufficient level of fitness to enable them to acquire the necessary skills to participate in team soccer. The primary concern is that the participants should not be put at risk. One way to control this is to keep the level of competition at a minimum.

Participation of Special Kids in SAY Soccer is possible in at least three formats:

♦ Integration into regular teams
♦ Special teams/league
♦ Special “unified” teams/league

The following is a list of guidelines with the pros and cons of these three approaches. Also included in this section is reference material and information concerning the Special Olympics program, with a particular emphasis on who to contact to get help and encouragement from those who are already making these ideas reality.

The single most important attribute to starting a Special Kids Program (or starting any new idea) is to have, recruit, appoint or otherwise find a leader who will pull all the pieces together. Uniforms, fields, modified rules, scheduling can all be delegated. The leader needs to see that it all comes together and that the community is well enough informed that the sign-up volume supports such a league. Often a parent of a Special Kid will be willing to run such an effort if they are given the support they need from other SAYArea personnel. There is every reason to keep the entire effort low key and focused on enjoyment, not adherence to special rules.

Integration into Regular Teams

For SAYAreas that involve Special Kids in their regular programs, you may want to consider some exceptions to our normal organizational or playing rules to accommodate their play and enjoyment. Consider these changes:

♦ Exemptions from draft to control team assignment – some coaches are better than others for this situation – prior consent is almost a must

♦ Assessment of the proper age group for each individual – many may be better off playing “down” an age group – some guidelines should be developed (who decided, who’s involved in the decision, what to do if it doesn’t work out)

♦ Additional substitution flexibility.
Informing all coaches and referees that there will be Special Kid participation and the need to be aware of any rule modifications, understandings and, if played “down,” players do not present a risk to the other players due to their size.

The positives for this approach are that it takes minimal action to accomplish and can be used in conjunction with the other options covered. It allows for full integration of the Special Kids involved. The negatives are that it does not work well for the older Special Kids and playing “down” an age group can mismatch the players physically. Finding enough understanding, cooperative coaches could get to be a problem. You would like for the coaches to accommodate this system voluntarily.

SPECIAL TEAMS/LEAGUE
Special teams and leagues can be modeled after instructional teams and leagues for our much younger players. The idea is to keep it simple. Consider the following when setting up your Special teams and leagues:

♦ Short-sided teams (6 v. 6 or 8 v. 8) and small fields

♦ Two fields can be made out of one with play sideways to whole-field play. Portable goals can be used

♦ Small goals are advised; play without goalkeepers

♦ Practice on a side field or area; allow the teams to practice for the 30 to 45 minutes before the game. All practice and play is then limited to one day

♦ Use only one referee – Limit referees to only those who really enjoy working with the Special Kids – Allow the referee flexibility with the rules, including the options of coaching skills when appropriate, i.e. demonstrating throw-in technique

♦ Get the parents involved as much as possible – allow unlimited “assistants” – consider allowing some coaches or assistants on the field to help instruct during the games

♦ Neither scores nor standings need to be recorded – Avoid overtimes, penalty kicks and shoot-outs – Avoid red cards (have the referee talk to the coach and player instead

♦ Modify the rules as you see fit such as, no offside, flexible substitutions, no forfeits, ease throw-in, kick-off and other start-of-play requirements

The positive to this approach is it gives greater numbers of Special Kids a chance to play. It will take more organizational energy, however, and it does not provide for integration of the Special Kids.
“UNIFIED” SPECIAL TEAMS/LEAGUE

The “Unified” team concept joins an equal number of mentally challenged players on a team with non-mentally challenged “partners.” This concept was developed by the Special Olympics Program personnel. It has been piloted for several sports, including soccer, and has been judged to be a great success. It is now out of the “pilot” or test phase and they are looking to roll program out through the YMCA and other organizations. We offer it as an alternative idea for your program.

The “partners” would be volunteers from your regular program who would get the additional opportunity to be a part of this special program. The inherent internal rewards could be great for all involved.

Additional rule modifications are in order. The intent is to focus the play opportunities to the Special Kids with the partner in a support role. Some suggested rules might be as follows:

♦ No partner can shoot until after a shot has been taken by one of the Special Kids

♦ Partners may only tackle the ball from other partners

These rules come out of programs such as “Father-Son” team sports set-ups, such as Father-Son basketball.

Parents could be used as partners, if necessary, to get the required number of partners. The idea is to be creative and to give as much opportunity as possible to the Special Kids to play and learn in an “I’m OK, You’re OK” environment.

A final suggestion would be to call Special Olympics for additional suggestions and support. Their address and phone are as follows:

**Special Olympics International Headquarters**
1325 G St NW
Suite 500
Washington DC 20005
(202) 628-3630 – Fax: 202-824-0200
http://www.specialolympics.org/

"Let me win. But if I cannot win, let me be brave in the attempt."

-- Special Olympics Oath --
1. The Soccer Association for Youth (SAY) was formed to provide an organization within which children could learn and play soccer, the world’s most popular sport. The fact that any size player can be successful at the game and the modest expense required to field a team make it possible for many children to participate in organized competition. These factors, plus the enthusiasm of the children once they have played the game, have resulted in a rapid growth of the SAY Program.

2. It is the function of SAY
   A. to provide
      (1) guidance and instructions for new participants,
      (2) an organizational structure to form leagues and schedule games,
      and
   B. to prescribe rules and regulations which will ensure safe, enjoyable and fair competition.

3. A youth program should be, as its name implies, a program for the kids. To win at any cost may be the proper attitude for the highly skilled professional, but it is contradictory to the basic objectives of the Soccer Association for Youth. Stacking teams, tryout camps, all-star powerhouses, etc., may produce a climate of excellence for a talented few, but will not in the long run be beneficial to the vast majority of young people involved.

4. Several of the SAY regulations presented in this book have been written specifically to implement this philosophy as far as practicable. The overall objective of SAY is maximum participation with even competition at the various age levels.

5. It is the function of SAY to provide guidance and instruction to its SAYAreas and to prescribe rules and regulations that will ensure safe, enjoyable and fair competition.

6. These SAYAreas are authorized to administer the SAY soccer program within their boundaries, form leagues and schedule games. For larger SAYAreas, administration may be further broken down into Districts.

7. The members of each SAYArea or District must elect governing Boards of SAYAreas and Districts.
RULE 1 – AGE CLASSIFICATION

1. Age divisions are broken down as follows:

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DIVISION</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS</td>
<td>(U-6) Pre-School</td>
<td>4 &amp; 5</td>
</tr>
<tr>
<td>P</td>
<td>(U-8) Passers</td>
<td>6 &amp; 7</td>
</tr>
<tr>
<td>W</td>
<td>(U-10) Wings</td>
<td>8 &amp; 9</td>
</tr>
<tr>
<td>S</td>
<td>(U-12) Strikers</td>
<td>10 &amp; 11</td>
</tr>
<tr>
<td>K</td>
<td>(U-14) Kickers</td>
<td>12 &amp; 13</td>
</tr>
<tr>
<td>M</td>
<td>(U-16) Minors</td>
<td>14 &amp; 15</td>
</tr>
<tr>
<td>SR</td>
<td>(U-19) Seniors</td>
<td>16, 17 &amp; 18</td>
</tr>
</tbody>
</table>

2. CLASS PS (Pre-School)
   A. Children under six (6) years of age may participate in a pre-school program administered by a SAYArea or District.
   B. Four (4) and five (5) year olds are not permitted on regular SAY teams [except for (5) five-year olds who will become six (6) in August or September and who will be entering first grade].
   C. Because pre-school programs do not keep score or stress winning, SAY player draw rules do not apply.

3. ALL CLASSES
   A. The lower age must be reached and the higher age not exceeded prior to August 1 of the current “playing year”. “Playing year”, as it is used here, will commence on August 1 and end on July 31.

   **Exception:** For Spring season play, players who turn four (4) years old prior to March 31 of the “playing year” may participate in the SAY program.

   B. The SAYArea or District is responsible for verification of the age of players and their appropriate placement on teams. The head coach shall **NOT** be responsible for age verification of the players on the team roster.

   C. If the age of a player is challenged, the coach must submit the player’s birth certificate or equivalent proof of age to the appropriate District Representative, tournament official, or SAYArea Tournament Official or Representative/Officer.

   D. The intent of establishing these age classifications is to make competition as even as possible.

   E. Most SAYAreas/Districts have sufficient players to make up teams with two (2)-year age divisions.
F. In SAYAreas where there are not sufficient players to make up teams with two (2)-year age divisions, it is acceptable to use three (3)-year age groups in a division or even four (4)-year age groups in a division.

(1) These wider differences do place a burden upon the younger children and should not be used unless it is absolutely necessary.

(2) If such teams play against standard two (2)-year age division teams, they are classified according to the oldest age on the team.

G. A player may play in the next older Age-Division, if and only if:

(1) A Parent requests, in writing, prior to the player draw proceedings that his/her child play in the next older Age-Division, AND

(2) such a player assignment is made with the written approval of the District Representative.

H. Players do not have to be in school to play SAY

I. A player with a disability or a development problem may be assigned and play in the next younger Age-Division, only if approved by the SAYArea and only if the following criteria are met:

(1) The request is initiated by a parent, in writing, prior to the player draw proceedings, AND

(2) The request is accompanied by a written document from a doctor attesting that the child’s developmental problems would best be served by playing in a younger Age-Division, AND

(3) Such a player assignment is approved, in writing, by the District Representative.

(4) Upon approval by the SAYArea and the assignment of the player to a team, there shall be no limitation on the participation of that team with other Districts or SAYAreas.

PUNISHMENT: Forfeiture of any game in which an ineligible player participates.

---

**RULE 2 – OFFICIAL SEASON**

1. The official SAY season of a given SAYArea will be specified by the SAYArea’s governing body, or by agreement among SAYAreas, if there are two or more SAYAreas playing together.

2. **Spring Season:**
   Any playing season beginning between January 1 and June 30 will be officially considered a “spring” season.

3. **Fall Season:**
   Any playing season beginning between July 1 and December 31 will be officially considered a “fall” season.

4. **Primary and Secondary Seasons:**
   Each SAYArea shall designate an official “Primary” playing season, i.e. either the “Fall” or “Spring” season. If a SAYArea also plays a second season that season will be considered their “Secondary” playing season.
A. For the purposes of player assignments the “Secondary” season shall be considered as a separate playing season and shall not be a continuation of the “Primary” season.
B. Teams may carry over from Primary to Primary seasons and from Secondary to Secondary seasons with regard to player draw regulations and player assignments, but not from Primary to Secondary seasons or from Secondary to Primary seasons.

**Exception:** Any SAYArea may choose to apply for and receive a variance to this section of Rule 2, but in doing so any team from that SAYArea would be ineligible to compete against teams from other SAYAreas that are in compliance with Section 4 of this Rule 2, unless both SAYAreas approve of the inter-play.

### RULE 3 – SAYAREA DISTRICTS

1. Larger SAYAreas may be divided up into Districts, and any District may be organized as either:
   A. a “Residential District” with residence within certain defined geographic boundaries, recognized and approved by the SAYArea’s governing body, establishing eligibility for membership on SAY teams, or
   B. an “Organizational District” administered by a local club, a local recreational organization or any other local group recognized and approved by the SAYArea’s governing body, with membership in that organization establishing eligibility for membership on SAY teams.
2. A Representative shall be elected or appointed by each District who will be responsible for administering the SAY rules within that District.
3. The District Representative may serve as that District’s member on the SAYArea’s governing body.
4. Boundaries of contiguous Residential Districts within a SAYAreas shall be established by that SAYArea Board.
5. For local organizations recognized as Districts by a particular SAYArea, but who draw members from more than one “Residential” District within that SAYArea, or from other SAYAreas, any local member of that organization may also declare to be a member of that Organizational District.
6. **Player’s Options:**
   A. Players may elect to play either:
      (1) for the Residential District in which they reside, or
      (2) as a member of the local “Organizational” District to which they belong.
   B. Once a player’s choice has been made, it may not be changed without the approval of that District’s Representative.
   C. Players may not elect to play, without the written approval of the District Representative of the Residential District in which they reside,
      (1) for any “Residential” District in which they do not reside, nor
      (2) for any “Organizational” District of which they are not members or to which they do not belong.
7. However, each District Representative or Team Committee person (as defined in Organizational RULE 8, Section 5A) has the prerogative and responsibility to
move players to other Districts, with mutual agreement, if this is the only way to put all or most registrants on teams.

8. If a player who has signed an agreement to play in one District moves to another District, that player may:
   A. continue to play for the original District for the remainder of that season only, or
   B. request assignment to an open team position in the new District by its District Representative and notify in writing the District Representative of the original District of the change.

9. Except as noted above, allowing players to play wherever they wish can lead to abuses that are contrary to the SAY philosophy, and is not permitted.

RULE 4 – LEAGUES

1. Leagues with a small number of teams may not provide an interesting playing season. If a District cannot field four or more teams:
   A. The teams that can be formed should be combined with those of one or more other Districts so that each team will meet a good variety of opponents.
   B. Such combining will be done by the SAYArea’s governing body, with due consideration for
      (1) distance between Districts,
      (2) availability of fields, and
      (3) other variables that might be pertinent.

2. In some (but not all) age divisions, a SAYArea or SAYAreas might have to combine teams with another SAYArea or SAYAreas to form leagues. Supervision of any such league should be decided by mutual agreement among the involved SAYAreas.

3. For Minors and Seniors teams, see RULE 13.

RULE 5 – LEAGUE STANDINGS

1. If league standings are kept,
   A. A win equals three (3) points, unless, prior to the season, the SAYArea’s governing body decides to award two (2) points. No change may be made during a season.
   B. A tie equals one (1) point, and
   C. A loss equals zero (0) points.

2. League standings are determined by point totals at the end of the season.

3. If teams with an equal number of games played tie for a position in the standings that would qualify for tournament play, this tie should be broken by a play-off game. Other types of tie-breakers are permitted, but they usually are not as well accepted by the participants.
RULE 6 – PLAYER AGREEMENTS

1. A player must be under agreement before playing in a regular season game. The agreement stipulates that the player:
   A. will participate on only one specific SAY team for one entire season, and
   B. will be provided with the opportunity to participate in the games within the rules of SAY

2. To assure that only properly assigned players are on a team, the head coach of each team shall send both:
   A. the team roster, and
   B. copy B of each player agreement (or acceptable substitutes) to the District Representative as soon as the team is organized, and in no case later than the day before the team’s first scheduled game.

   PUNISHMENT: Forfeiture of any game in which an ineligible player participates.

RULE 7 – COACHES

1. A maximum of three (3) coaches will be recognized as official for each team; A Head Coach and two Assistant Coaches, whose names shall appear on the team roster, and one of whom must be present during all team practices and games. This does not preclude the use of many more coaching assistants at practices. The Head Coach must be at least eighteen years of age.

2. The SAYArea or District is responsible for the correctness of the player’s age and address as shown on the player’s agreement.

   PUNISHMENT: Forfeiture of any game in which an ineligible player participates.

3. At each game,
   A. The coach will have a copy of the team roster, which may be examined by the opposing coach only if this request is made before the start of the game (i.e. not during the game, not at half-time, nor after the match has been completed).
   B. The referee may examine either team’s roster at any time before, during, or immediately after a match, but in doing so the Referee must also check the rosters of both teams.
   C. In the event that a coach does not have a copy of the team roster at a game, the referees shall permit the game to proceed but the incident must be reported to the District Representative.

4. It is desired that all head coaches:
   A. be certified by the NSCAA, or
   B. be licensed by U.S.S.F., or
   C. have received training as approved by the SAY Training and Education Committee (SAYTEC).

5. It is recommended that all coaches:
A. have in their possession medical release consent slips for each rostered player at all practices, games and other team functions for emergency use;
B. use only positive reinforcement and encouragement with players during all practices and games; and
C. refrain from negative remarks during practices and games.

RULE 8 – LEGAL TEAM

1. **General Provisions**
   A. **Team Size: (11 v. 11)**
      (1) As a general rule, a team must have no fewer than eleven (11) players.
      (2) There should be an adequate number of substitutes so that players can be rested, but not so many that players cannot get a significant amount of playing time.
      (3) The optimum maximum team size is fifteen (15) or sixteen (16) players.
      (4) Teams with more than sixteen (16) players are acceptable in order to enable all of the children to play:
         (a) if there is a shortage of coaches, or
         (b) if not enough players sign up to form two teams.
      (5) No SAY team may have more than twenty-two (22) players. (If there are more than 22 players, it will be impossible to comply with the SAY rule requiring that each player play not less than approximately one-half of every game).
   B. For age divisions playing short-sided games the provisions for the number of players assigned to the teams, as outlined in Section 1A above, should be modified accordingly to provide for maximum player participation. The maximum number of players on a team’s roster must not exceed two (2) times the number of players allowed in the short-sided competition division, e.g. in a 7v7 division the maximum roster size would be fourteen (14) players, where a more manageable roster size would consist of ten (10) or eleven (11) players.
   C. Players may be added to a team’s roster no later than thirteen (13) days after the day of that team’s first game.
   D. A rostered player lost to a team for the remainder of the season may be replaced at any time during league play, only if the number of rostered players remaining on the team do not exceed the maximum number of players allowed to play in a league game plus five (5). These replacements should be done under the direct supervision of the District Representative, and/or Team Committee person. (There may be late sign-ups who would be available to fill these openings).
   E. Players may not be added to a team’s roster after league play has ended.
   F. No player listed on a SAY roster may play on any other SAY team during the same SAY season.
G. No player who has played as a member of a college team, regardless of age, may play on a SAY team.

**PUNISHMENT:** Forfeiture of any game in which an ineligible player participates.

2. **Authority to Form Teams**
   A. Each District is authorized to form teams and make team assignments within its own geographic boundaries or for its own membership in accordance with these rules.
   B. Every child either residing within the boundaries of a “Residential District” or who is a member of a “Organizational District” must be given an equal opportunity to play on a SAY Soccer team for which the child is eligible.
   C. Notice of registration for teams must be given in like manner to all the children who:
      (1) reside within the boundaries of that “Residential District”, or
      (2) are members of that “Organizational District.”
   D. Under no circumstances may tryouts or any other similar selection process be used to determine if a child may play SAY soccer.

3. **Player Draw**
   A. Players shall be assigned to teams in a manner that provides no intentional advantage to any one team over another.
   B. Assignment of new players and those who have moved up from a lower age division shall be by blind draw, or some other method that results in teams being balanced in ability level. This is one of the most basic rules in SAY and must be enforced by each District. Any random choice method is acceptable. For example:
      (1) Each team picks from sign-up cards that have been placed face down on a table.
      (2) Numbers are assigned to player sign-up cards and team assignments are made based upon the numbers as they are randomly drawn.
   C. Each team within an age division must have the same number of players of each age 9, 9, 9, 8, and 8, but not 9, 9, 9, 9, and 7 nor 10, 9, 8, 8, a group as other teams within that same age division (within one player). For example:
      (1) If there are four Wings (U10) teams and a total of 26 nine-year-old players with in the District, teams my have 7, 7, 6, and 6, but not 8, 6, 6, and 6 nine-year-old players.
      (2) If there are five Strikers (U-12) teams and a total of 43 ten-year-old players within the District, teams may have nd 8 ten-year-old players.
   D. Teams with fewer players in an age group must be allowed more draws from that age group, to equalize the age distribution to the extent practicable.
   E. Where an imbalance cannot be corrected by draw assignments of new players and those who have moved up from a lower age division, players must be randomly transferred at the time of the draw from existing teams to correct the imbalance.
   F. Any imbalance which occurs subsequently because of loss of players:
need not be corrected by player transfer, but

should be corrected by assignment of unassigned players who have signed up late or who have been placed on waiting lists.

G. When a District fields only one team in an age division, that team may have no more than nine (9) players in the oldest age group. An exception may be granted only
(1) by the governing body of the SAYArea, and then only
(2) after all other means of moving the oldest excess players have been exhausted including the formation of another team or allowing the other players (who desire to do so) to “play up” in the next older age division.

H. When new teams are formed, it is recommended that all players (including returning players) be randomly assigned to all teams. Where this is not either practicable or desirable:
(1) newly formed teams should be assigned experienced players (who are moving up or transferring) first; and
(2) teams with returning players should be assigned experienced players (who are moving up or transferring) last.

I. A player (or the player’s parent) may elect to have the player not play on a particular team or for a particular coach within the player’s “Residential” or “Organizational” District provided such election is made prior to the player draw.
(1) The player’s right should be communicated to the player at the time of registration – perhaps by a block on the sign-up sheet that asks one or all of the following:
(a) “Does the player prefer not to return to the same team? – Yes or No,” and/or
(b) “Does the player prefer not to be coached by coach__________? Yes or No.” and/or
(c) “Does a player prefer to be reassigned to another team during the player draw? Yes or No.”
(2) Should such a player be randomly assigned to that team or coach, the player must be immediately re-entered into the draw and another player assigned.
(3) Where there are only two teams, and an election to not play on one team assures assignment to the other, reassignment should be made only where there is sufficient reason to justify the election.

J. Except as described in Sections 3E, 3G and 3I, players who remain on a team roster from the previous year may not be transferred to another team unless all teams in that age division are being completely redrawn.

K. The following players, who would otherwise be subject to the draw, may be exempt from the draw.
(1) The child or children of the head coach of the team.
(2) The child or children of one assistant coach of the team – provided such assistant coach was assigned to the team prior to the draw.
**Exception:** If a child of an assistant coach or a former assistant coach from the prior season(s) is already on the team prior to the draw, then no child of an additional assistant coach is exempt from the draw.

(3) Any otherwise eligible younger brother or sister of any player who is:

(a) already playing on the team or

(b) assigned by random draw to play on the team.

L. A person with a conflict of interest should neither participate in conducting a player draw, nor with the assignment of players to teams.

M. Head coaches should be notified of the player draw for their age division and be allowed, wherever practicable, to attend.

N. All team drawings must take place in the presence of a representative of the SAYArea Team Committee (as defined in RULE 8 SECTION 5) – either a member of, or a person chosen by, that committee.

O. A record of the results of the draw shall be:

(1) submitted to the SAYArea Team Committee as soon as practicable after completion of the draw, and

(2) kept by the District Representative.

P. A team in violation of Sections 2 or 3 will not be allowed to participate in the SAY program, if the District or SAYArea determines that this has been the result of a deliberate attempt at “stacking the team”. If it is determined that the variation is the result of ignorance or an error of “good faith”, the ruling body of the District or SAYArea will declare the team to be “not-at-fault” and correct the situation in a manner that causes the least harm to the players and/or team.

4. **Post-draw Assignments**

A. Players signing up after team draws are completed will be assigned to teams by the District Representative in such a manner so as to balance, as far as possible, the distribution of age groups.

(1) Post-draw assignments to teams that have been formed by Residential Districts shall be made by the District Representative.

(2) Post-draw assignments to teams that have been formed by an Organizational District, shall be made by the Organization’s District Representative.

B. Where more than one team has an opening for a late registrant or registrants, assignments to teams will be done on a random basis and in such a manner as to assure balance among the teams.

C. In no instance will a player be removed from a team as a result of an assignment of a later registrant.

D. Late sign-ups should not be assigned to teams one at a time as soon as they sign-up.

(1) This method could result in excellent or unscrupulous players or parents deliberately not signing up until they know that the team they want to be on is next in line for a player assignment.
(2) It is better to accumulate several late sign-ups and then assign all of them together by a blind draw (i.e. on a random basis and in such a manner to assure balance among the teams).

5. **SAYArea Team Committee**

   A. The governing body of each SAYArea will select a Team Committee, the chairman of which shall be a member of the SAYArea’s governing body. Other members of the Team Committee could be the District Representatives, or others who represent the total geographic area of the SAYArea.

   B. The SAYArea Team Committee will:

      (1) supervise within the SAYArea:

         (a) registration of players,
         (b) formation of teams,
         (c) formation of leagues; and

      (2) receive, investigate, and report their findings to the governing body of the SAYArea for action when any challenge of the eligibility of any team or player is made at any time by any:

         (a) Head Coach or
         (b) SAY Representative; and

      (3) perform any other duties that may be assigned to it from time to time by the governing body of the SAYArea.

6. **Illegal Team and Ineligible Player Protests**

   A. A protest concerning an illegal team or ineligible player:

      (1) May be made at any time, by any person, and

      (2) Does not require the payment of the $50.00 official protest fee noted in RULE 9.

   B. If it is determined that an illegal team, or that an ineligible or illegal player has participated in a game, that game shall be declared a forfeit.

      **Exception:** Teams declared “not-at-fault” in accordance with RULE 8, Section 3.P.

   C. The forfeit penalty will apply not only to the game that originated the protest, but also to all games in which the illegal team or ineligible/illegal player participated.

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**RULE 9 – PROTESTS**

1. Judgment calls by referees may not be protested. For example, no official protest may be made concerning the referee’s judgment as to:
A. who committed the foul, or whether a foul was intentional or even committed;
B. whether a goal was or was not scored;
C. which team should be awarded the ball when the ball goes out of play over the goal-lines or the touch-lines;
D. allowing or failing to allow an “advantage”, etc.

2. An official protest concerning a particular game and any incidents which occurred during that game may be lodged by the Head Coach, or his (or her) assistant when the Head Coach is not present, ONLY if it is alleged that a PLAYING RULE or LAW was incorrectly applied or enforced by the referee. For example:
   A. awarding a penalty kick for a dangerous play or unsporting behavior;
   B. allowing a team to play with eleven players after a player has been ejected during the course of the game, etc.

3. Official Protest Procedure:
   A. An informal, but official, verbal protest must be made to the referee(s) by the Head Coach, or his/her assistant when the Head Coach is not present, at (preferably) or close to, the time of the incident; but in all cases, it must be made before the referee(s) have left the playing area.
   B. A simple or vague complaint about a call or calls will not suffice – the words “official protest” must be used, and the reason for the protest must be made clear. (If this is done at the time of the incident, a mistake by a referee can often be easily rectified without the need for any further action.) Any coach who has made an official verbal protest may withdraw that protest at any time.
   C. The opposing coach must be notified of the protest by the referee.
   D. The informal verbal protest must be followed by submission of a formal, written official protest,
      (1) Delivered to the District Representative or the appropriate SAYArea designee,
      (2) By midnight of the following day,
      (3) Accompanied by a fee of $50.00, which will be refunded if the official protest is allowed, and retained if the official protest is disallowed.
   E. Intra-district protests may be decided by the District Representative or the SAYArea Protest Committee or they may forward them to the SAYArea’s governing body for a decision.
   F. Inter-district protests must be decided by the SAYArea’s governing body or the SAYArea Protest Committee.
   G. A decision regarding an official written protest must be rendered within seventy-two (72) hours of its reception and the decision must be transmitted in writing to both coaches in a timely manner.
   H. Official protest decisions made by the governing body of an Area are FINAL and may not be appealed to the National Board of Directors or the SAY National Office.
   I. A report of each official protest should be submitted to the SAY Commissioner at the SAY National Office within 30 days.

4. If an official protest is allowed, the ruling body shall determine the corrective action required with the understanding that in most situations the game shall be replayed from the time of the incident.
RULE 10 – MINIMUM TEAM FORFEITS

1. Teams from within the same District must field no fewer than the legally required minimum number of players as stated in the Playing Rules (i.e. seven (7) players for an 11 v. 11 game and a lesser number for short-sided games) at the scheduled starting time.
2. Teams from out-of-District are allowed a 20-minute grace period, and must by then field at least the legally required minimum number of players as stated in the Playing Rules (i.e. seven (7) players for an 11 v. 11 game and a lesser number for short-sided games).
3. If the above requirements are not met by one team, the game is to be recorded as a forfeit to the other team.
4. If neither team meets the requirements, it is “no contest” and the game should be rescheduled.
5. If a forfeiting team presents evidence of extenuating circumstances acceptable to the SAYArea’s governing body, the forfeit may be rescinded and the game rescheduled.

RULE 11 – SUPERVISION

1. Subject to these SAY rules, each SAYArea’s governing body is authorized within its Districts to:
   A. Schedule games,
   B. Supervise the assignment of players to teams,
   C. Form teams and leagues and assign coaches,
   D. Decide protests, and
   E. Otherwise regulate activities pertaining to the SAY program.

RULE 12 – PARTICIPATION

1. It is the intent of this rule to assure that every player is allowed maximum participation. Every player must *** be allowed to play *** or *** given the opportunity to play *** at least the equivalent of approximately one-half of every game, as closely as possible.
2. Every player present at the start of the game shall play at least the equivalent of approximately one-half of the regulation game (i.e. this is not intended to apply to any overtime portion of an extended game) – unless:
   A. Injured prior to the start of the game, and
   B. Notification of the injury is given to the referees and the opposing coach before the start of the game.
3. Any player arriving after the start of the game must be allowed to play not less than one-half of the game (or the remainder of the game if less than one-half remains) unless the coach feels that disciplinary action is necessary; in which case playing time may be reduced by any amount – up to the remainder of the game in its entirety. It is the intent of this rule to assure every player maximum
participation, and one-half of every game should be approximated as closely as possible.

4. Should a coach feel that it is in the best interest of the player to discipline that player by denying the player participation in a game, permission shall be given by the District Representative provided that all of the following four criteria are met:
   A. The Coach must submit a written request to his/hers District Representative for permission to withhold the player from a game.
   B. A separate request must be made for each player and for each game stating:
      (1) the reason such action is desired, and
      (2) how such action will be beneficial to the player.
   C. The District Representative agrees with the coach and gives written permission to withhold the player from the next scheduled game.
   D. The letter granting permission is presented by the requesting coach to the referee and the opposing coach prior to the start of the game.

   **Note:** Once the letter is presented to the referee, the player may not participate in that game under any circumstances.

5. The District Representative or a designee appointed by the SAYArea’s governing body should investigate all allegations of violation of RULE 12.

   **PUNISHMENT:** Forfeiture of any game where a violation of RULE 12 occurs – **BUT ONLY** if the violation can be confirmed by an impartial observer such as the District Representative or someone assigned by the District Representative or the SAYArea’s governing body.

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**RULE 13 – MINORS & SENIORS DIVISIONS**

1. Assignment of players to Minors teams and to Seniors teams shall be subject to all of the SAY ORGANIZATIONAL RULES.
2. Minors teams and/or Seniors teams shall register through the District Representative – or through the SAYArea’s governing body if it is necessary to draw players from more than one District to form a team or teams.
3. A Minors Commissioner will be appointed by mutual agreement of the governing bodies of each of the involved SAYAreas to schedule and administer the Minors League.
4. A Seniors Commissioner will be appointed by mutual agreement of the governing bodies of each of the involved SAYAreas to schedule and administer the Seniors League.
5. The Minors Commissioner and the Seniors Commissioner shall each have all the status and authority of a District Representative to review and to administer appropriate sanctions towards players, coaches and teams in accordance with these Organizational Rules.
RULE 14 – VARIATIONS

1. Where the Organizational Rules mandate a particular procedure by use of the words “must”, “shall” or “will”, no variation shall be permitted without prior written consent of the SAY National Board of Directors.

2. Where the Organizational Rules are presented in the form of guidelines, recommendations or suggestions, such as when the word “may” is used, the SAYArea may adopt the procedure suggested or modify it to suit its own needs or special circumstances – provided that the procedure chosen satisfies the intent and spirit of the RULE.

3. Procedures not specifically covered by the Organizational Rules are relegated to the governing body of the SAYArea for decision.

4. If an SAYArea wishes to experiment with a variation of a mandated Organizational or Playing rule, petition may be made to the SAY National Board of Directors by the SAYArea (i.e. not a District) for a variance, which is to last no longer than one year.

5. If approval is granted, the variance may be used by that SAYArea for no longer than the (1) one-year period approved. For a SAYArea to continue to use an established variance, the SAY Area will be required to file for re-approval each and every year.

6. Where a District has problems assembling teams in accordance with Organizational Rule 8, the governing body of a SAYArea may permit variances, which will apply only within that District. Such teams may not interplay with other Districts unless the District Representative of the other involved Districts gives their approval.

7. During interplay between SAYAreas using such aforementioned variances or modifications and SAYAreas that do not, only the standard SAY Organizational Rules may be used.

RULE 15 – APPROVED “REC-PLUS” VARIANCES

1. Philosophy: It has been a stated S.A.Y policy that teams consisting of “selected” players would not be to the benefit of the vast majority of the youngsters playing within a SAYArea. However, SAY does recognize that the demographics of some of its SAYAreas may be best served by allowing the implementation of a supplementary or a complimentary program, which would best serve the playing needs of all of the youngsters within the SAYArea.

2. A “Rec-Plus” program may only be implemented by a SAYArea after the SAYArea has submitted a written proposal to the SAY National Commissioner, and the proposal has been approved by the SAY National Commissioner, in writing. The approved SAYArea may operate the program in a District format or any other format as long as it is not in violation of the SAY Organizational Rules.

3. A “Rec-Plus” SAY program shall not be in competition with the Primary SAY program within a SAYArea and may be either:
   A. A “Supplementary” program, where “Rec-Plus” teams/leagues would be formed separately and in addition to the primary SAY teams/leagues.
Such a program will only be approved in large SAYAreas where there are a sufficient number of players and facilities to support both programs without in any way adversely affecting the Primary SAY program.

B. A “Complimentary” program, where the “Rec-Plus” teams would be made up of players from the Primary SAY teams playing (and practicing) at different times and not in conflict with the Primary SAY program.

C. A “Rec-Plus” SAY program could be played entirely within a SAYArea’s “Secondary” season, as defined in Rule 2, Section 4 and not be in violation of competing with the SAYArea’s Primary SAY program.

4. Specific Rule Requirements and Permitted Variances:

A. All SAY Organizational Rules shall be followed except as may be mentioned in the following Sections.

B. RULE 1 – Age Classification
   (1) Teams may be broken down into one (1) – year or two (2) – year age groups only.
   (2) Children under ten (10) years of age may not play on a “Rec-Plus” team.
   (3) Short-Sided team format may be used for all age divisions.

C. RULE 4 – Leagues
   An approved “Rec-Plus” SAYArea may combine teams to form leagues with another SAYArea or SAYAreas, only if all the SAYAreas involved mutually agree and each SAYArea has been separately approved to operate a “Rec-Plus” program.

D. RULE 6 – Player Agreements
   (1) Supplementary “Rec-Plus” Program
      There will be no variance of Rule 6, i.e., a player will participate on only one specific SAY “Rec-Plus” team for one entire season.
   (2) Complimentary “Rec-Plus” Program
      A variance to allow a player to participate on a Complimentary “Rec-Plus” SAY team in addition to his/hers primary SAY team may be granted only if the following conditions are met:
      (a) There is no conflict of game schedules and/or practices with the player’s primary SAY team (i.e. the player's first responsibility is always to the primary team).
      (b) If a player leaves the primary SAY team then that player is no longer eligible to participate on a “Rec-Plus” SAY team.

E. RULE 8 – Legal Team
   Even though players would be “invited or selected” to participate in a “Rec-Plus” program, the formation of teams shall still adhere to all of the requirements of RULE 8, including Sections 3 and 4 especially (i.e. players are being selected to play in the “Rec-Plus” program, they are NOT being selected to play by and/or for a particular team).

F. RULE 12 – Participation
   (1) There will be NO variance of RULE 12 allowed under any circumstances. It is still the mandate of SAY that ALL players shall be
allowed to play at least the equivalent of approximately one-half of
every game, as closely as possible.

(2) All of the requirements of RULE 12 shall be enforced in a “Rec-Plus”
program or approval of the program will be withdrawn by the National
Board of Directors.

G. There will be no inter-play allowed between any “Rec-Plus” SAY team and
any Primary SAY team.

5. The approval by the SAY National Board of Directors of a SAYArea to operate
a “Rec-Plus” program is limited to a one (1) year period of time. The SAYArea
will be required to bear the burden of proof that it will be able to meet (or that it
has met and/or it will continue to meet) all the requirements of operating a
compliant “Rec-Plus” program that does not in any way adversely affect the
primary SAY program within the SAYArea. For a SAYArea to continue to
operate an established “Rec-Plus” program, the SAYArea will be required to file
for re-approval each and every year.

RULE 16 – TOURNAMENTS

1. National SAY is not in the business to actively promote, run, administrate, or
oversee tournaments, be they self-contained tournaments involving teams from
a single SAYArea, or tournaments involving games being played by teams from
two or more SAYAreas. This includes tournaments which may be designated
as “state”, “regional”, or “national” tournaments.

2. Pre-season, in-season, and post-season District or SAYArea Tournaments are
an accepted part of play within a SAYAreas. Similar to league play, these
tournaments are considered to be part of the natural play permitted within a
SAYArea’s jurisdiction without requiring special considerations.

3. All other tournaments, i.e. involving teams from two or more SAYAreas, require
written notification to SAY in order to be sanctioned as a SAY approved activity.
Tournaments that do not receive sanctioning by SAY are considered to be a
non-SAY activity, and as such may not use the SAY logo and are not covered
by SAY’s applicable insurance.

4. Sanctioning of a tournament is merely an endorsement by SAY that insures all
participants (i.e. players, coaches, referees, etc.) that:

   A. The tournament is a legitimate SAY activity, which is covered by SAY’s
      applicable insurance.
   B. The SAYArea administering the tournament is a viable SAY entity in good
      standing.
   C. Games are to be played in accordance with standard SAY Playing Rules.
   D. Any rule variances or special tournament features (e.g. tiebreakers) have
      been reviewed and are within acceptable SAY guidelines.
   E. Participating teams are recreational and have been formed in compliance
      with the organizational rules of the governing national association.
   F. Acceptance of participating teams is in accordance with SAY and USSF
      policies.
5. Only an SAY approved SAYArea (not an individual, not a team, not a sponsor, not a SAY District, etc.) may request that a tournament be sanctioned by SAY. A SAYArea must fill out and submit a Tournament Sanctioning Form, which in part will require stipulating any special rules to be used along with a copy of the tournament application or acceptance form to be given to the participating teams prior to their commitment to play in the tournament.

6. The SAYArea requesting and receiving SAY sanctioning for a tournament shall be totally and solely responsible for the operation and administration of the tournament in accordance with SAY Organizational and Playing Rules and the provisions set forth in the sanctioning process. All decisions and subsequent actions regarding tournament play and eligibility are the domain of the SAYArea, i.e. not the sanctioning entity, National SAY.

7. Any previously approved rule variances or locally adopted variances used by a SAYArea during the playing season are not automatically approved as acceptable for tournament play. Any variances from the rules, as written in the SAY Rulebook, must be formally requested in writing and submitted along with the Tournament Sanctioning Form. Acceptance or denial will be a part of the sanctioning document provided by SAY.

8. The Commissioner of SAY will be responsible for reviewing and the sanctioning of all multi-SAYArea tournaments. If a SAYArea does not have a document from SAY, signed by the Commissioner, sanctioning the tournament, it is therefore considered to be a non-SAY activity and a “play-at-your-own-risk”.

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**RULE 17 - SYSTEMS OF OFFICIATING**

1. It is the SAYArea’s responsibility to decide the system of refereeing to be used within the SAYArea and at least one referee shall be assigned to officiate each game.

2. The National Board recognizes that a one, two, or three-person system of officiating may be preferred or necessitated because of local conditions or the age of the players. However, whenever practicable, the three-person system is recommended.

   A. In the One Referee system, only the Referee shall have authority and responsibility for the calling of fouls and violations by the use of the whistle. Where linesmen are used, their duties are to be limited to calling balls in and out of bounds.

   B. In the Two Referee system, both Referees shall have equal authority and responsibility for the calling of fouls and violations by the use of the whistle on any part of the field at any time, and may elect to divide or share equally the administrative responsibilities (such as timekeeping) for that game.

   C. In the Three Officials system, two options are available:

      1. The “Diagonal System” is generally used throughout the world:

         (a) Only one official shall have the authority and responsibility for the calling of fouls and violations by the use of the whistle and shall perform as the “Referee”, as described in LAW V of the PLAYING RULES.
(b) The other officials shall perform as “Assistant Referees”, as described in LAW VI of the PLAYING RULES.
(c) The Referee shall accept the calls of an Assistant Referee with regard to incidents that do not come under the personal notice of the Referee. However, at all other times, the Referee is not obligated to, and may or may not accept the calls of an Assistant Referee, in accordance with the Referee’s own judgment, even if the effect is to nullify or grant a goal.

(2) The “Modified Diagonal System” is where all three officials shall perform as “Referees” and shall have equal authority and responsibility for the calling of fouls and violations by the use of the whistle on any part of the field at any time, and may elect to divide or share equally the administrative responsibilities (such as timekeeping) for that game.

**NOTE:** Other SAY Soccer policies, guidelines and procedures can be found in the SAY Soccer Administrator’s Handbook. Copies of this Handbook are available at the District and SAYArea level or through the SAY National Office.
Soccer Association for Youth, USA
2812 East Kemper Rd
Cincinnati, OH 45241

800.233.7291
fax 513.769.0500
www.saysoccer.org

Updated 2014
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SAY PREMIER PHILOSOPHY

It is the function of SAY Premier to provide guidance and instruction for participants, an organizational structure to form leagues and schedule games, and to prescribe rules and regulations which will ensure safe, enjoyable soccer in a competitive environment.

The overall objective of SAY Premier is to develop players and provide maximum participation with even competition at various age levels.

1. The Soccer Association for Youth (SAY) was formed to provide an organization within which children could learn and play soccer, the world’s most popular sport. The fact that any size player can be successful at the game and the modest expense required to field a team make it possible for many children to participate in organized competition. These factors, plus the enthusiasm of the children once they have played the game, have resulted in a rapid growth of the SAY Program.

2. **SAY Premier Soccer** is an extension of the basic SAY recreational program in that it provides an additional platform in which players may enhance and develop their soccer skills in a more competitive atmosphere.

3. It is the function of **SAY Premier Soccer**
   
   A. to provide:
      
      (1) an organizational structure to assist in the formation of a premier youth soccer program, to form leagues and to schedule games,
      
      (3) guidance and instructions for all of its participants, i.e. players, coaches, officials and administrators,

   B. to prescribe rules and regulations which will ensure safe, enjoyable and fair competition.

4. Several of the **SAY Premier Soccer** regulations presented in these Organizational Rules have been written specifically to implement this philosophy, as far as practicable. The overall objective of **SAY Premier Soccer** is maximum participation with even competition at the various age levels.
INTRODUCTION
This manual is written for anyone at the SAY Premier level who are interested in helping their soccer program run a competitive program. Its purpose is two-fold, first, to help those interested in organizing a new competitive SAY Soccer program. And second, to assist both new and existing SAY program volunteers in the performance of their administrative duties by suggesting procedures that are common to the successful operation of all SAY programs.

The methods and procedures contained herein have been tried and are proven. They are the result of years of experience of thousands of volunteers. These volunteers have been and continue to be the backbone of our program and their experiences have led to the formulation of the procedures described herein -- procedures which can make a new SAY administrator's job a lot easier.

Greater stability is provided to your soccer program when decisions are based upon the previous experiences of many other SAY administrators. Over the years, many approaches have been tried; some worked well, some did not. This manual suggests the best of these procedures. The structure of your SAY program can be adapted from these guidelines, to mesh comfortably with the existing procedures your community may wish to preserve.
SAY PREMIER ADMINISTRATION

DUTIES AND RESPONSIBILITIES
While SAY allows considerable autonomy to local organizations, recognizing that there can be many acceptable ways to do a specific job, there are, and have always been, certain minimum requirements which must be observed.

At the SAY Premier level, there must be a constitution and by-laws in place, approved by the members, copies of which are available to any member. A copy should be supplied to the SAY National Office for filing. The constitution and by-laws must provide for open nominations and elections. SAY Premier officers may be elected by the full membership or by the SAY Premier Board members themselves.

Another basic requirement is that there must be periodic reports available to any member, covering both the receipts and the expenditures of that entity. The year-end statement should be supplied to the SAY National Office for filing.

One of the most important functions of the SAY Premier is to ensure that all players participating on SAY teams throughout the SAY Premier Program are registered with the organization at the national level, that the appropriate SAY National player participation fee has been paid, and that both of these items have been submitted to SAY National. No player may participate or practice in a SAY program without this having been completed. The many other aspects of administration that should be covered are shown in the sample by-laws included in this manual.

In some cases, SAY Premier may be administered by a school, church, athletic association, parks and recreation department, or a civic organization. These entities already have well-established organization procedures, and are responsible to the general public, so no additional requirements are needed. Of course, soccer parents and volunteers should have access to financial records where they concern the soccer activities of such an organization.
INTANGIBLE BENEFITS

SHARING OF INFORMATION
There are certain intangible benefits in affiliating with SAY that may not be apparent at first glance. Probably the most important of these is the SHARING OF INFORMATION.

SAY encourages input from its leagues. This input is important in effecting improvements in league operations, player draft and other league administrative problems. This handbook itself is a product of such sharing. In this sense, SAY is a “cooperative” organization. Your suggestions are sifted through the organization to the National Board through personal contacts, meetings at various levels, and a constant flow of correspondence. These ideas and suggestions are weighed against a background of experience accumulated from thousands of volunteers with years of effort to their credit. One suggestion may be met with approval, another may be tried and never brought up again – still others may be accepted, but in a revised form.

Affiliation with SAY provides your league with a name that is recognizable and a philosophy that will meet with the overwhelming approval of municipalities, corporation service organizations and other youth organizations, making it easier to get their cooperation and support when you need it.

Our Philosophy governs all that we do: certain rules have been adapted to be appropriate to the play of young children and meaningful participation for all of the children is guaranteed. There are identifiable chains of command, and democratic processes throughout the program.

All aspects of administration have been structured to minimize the administrative headaches of volunteers. New volunteers can step right in and know what to do and how to do it. More importantly, staff members at the SAY National Office are always available to answer questions.
TANGIBLE BENEFITS

PUBLICATIONS
The “Cyber Circle” newsletter is SAY Soccer's administrative lifeline that is produced quarterly and mass emailed to all SAY members. "Ya Don't SAY" is a mass email generally reserved for important announcements or notifications to our members. A monthly "Coaches Club" newsletter is also available, free of charge, simply by signing up for it. The Coaches Club includes helpful skills and drills for multiple ages, helpful tips, contests, partners and articles that could benefit any coach.

The “SAY Coaching Manual” is an annual publication typically released by July 1 that is produced by the National Director of Coaching and is free to all coaches online via the publication section of the SAY website. The “Touchline Magazine” is an administrative publication produced annually and distributed via USPS to SAY Premier Board Members. This publication can also be found online via the publication section of the SAY website (saysoccer.org).

REGISTRATION PACKETS
SAY Premier Programs are responsible for registering their players each season by ordering team packets through the Registration form found under the forms section of our website, saysoccer.org. Once your registration is received from the SAY National Office, the association gives each head coach a team registration packet, which contains all of the materials necessary to organize their team. The contents of this packet includes a plethora of helpful items updated monthly.

RULE 10 – PLAYER PARTICIPATION

1. It is the intent of this rule to encourage SAY Premier Soccer coaches to try and assure that every player is allowed maximum participation.

2. It is the goal of SAY Premier Soccer that every player should *** be allowed to play *** or *** given the opportunity to play *** at least the equivalent of approximately one-half of every game, as closely as possible.

RULE 12 – SAY PREMIER TOURNAMENTS

1. Any and all SAY Premier Soccer tournaments involving (1) teams from two or more SAY Premier Programs and/or (2) non-SAY Premier Soccer teams, require written notification to National SAY in order to be sanctioned as a SAY Premier Soccer approved activity. Such tournaments that do not receive sanctioning by National SAY are considered to be a non-SAY activity, and as such may not use the SAY logo and are not covered by National SAY’s applicable insurance.
2. Any SAY Premier Program’s pre-season, in-season, and post-season tournament involving only teams from within the SAY Premier Program are considered to be “in-house”. Similar to league play, these tournaments are considered to be part of the natural play permitted within a SAY Premier Program’s jurisdiction and do not require sanctioning approval from National SAY.

3. Sanctioning of a tournament is merely an endorsement by National SAY that insures all participants (i.e. players, coaches, referees, etc.) that:
   
   A. The tournament is a legitimate SAY Premier Soccer activity, which is covered by National SAY’s applicable insurance.
   
   B. The SAY Premier Program administering the tournament is a viable SAY Premier Soccer entity in good standing.
   
   C. Games are to be played in accordance with standard SAY Premier Soccer Organizational and Playing Rules.
   
   D. Any rule variances or special tournament features (e.g. tiebreakers) have been reviewed and are within acceptable National SAY guidelines.
   
   E. Participating teams have been formed in compliance with the organizational rules of the governing national association.
   
   F. Acceptance of participating teams is in accordance with National SAY and USSF policies.

4. Only a SAY Premier Program (not an individual, not a team, not a sponsor, not a club, etc.) may request that a tournament be sanctioned by National SAY. The SAY Premier Program must fill out and submit a SAY Premier Tournament Sanctioning Form, which in part will require stipulating any special rules to be used along with a copy of the tournament application or acceptance form to be given to the participating teams prior to their commitment to play in the tournament.

5. The SAY Premier Program requesting and receiving sanctioning for a tournament from National SAY shall be totally and solely responsible for the operation and administration of the tournament in accordance with SAY Premier Soccer Organizational and Playing Rules and the provisions set forth in the sanctioning process. All decisions and subsequent actions regarding tournament play and eligibility are the domain of the SAY Premier Program, i.e. not the sanctioning entity, National SAY.

6. Any previously approved rule variances or locally adopted variances used by a SAY Premier Program during the playing season are not automatically approved as acceptable for tournament play. Any variances from the rules, as written in the SAY Premier Soccer rules, must be formally requested in writing and submitted along with the Tournament Sanctioning Form. Acceptance or denial will be a part of the sanctioning document provided by National SAY.
7. **National SAY** will be responsible for reviewing and the sanctioning of all multi-
SAY Premier Program tournaments. If a SAY Premier Program does not have a signed document from National SAY sanctioning the tournament, it is therefore considered to be a non-SAY Premier Soccer activity and a “play-at-your-own-risk”.

**LIABILITY INSURANCE**
Your league administrators, coaches, assistant coaches, sponsors, referees and volunteers are all protected under the SAY liability insurance program. One of the best sports insurance policies, written especially for SAY, this insurance policy offers $2,000,000 in coverage (per incident), and also a $2,000,000 umbrella coverage with no deductible.

**ACCIDENT INSURANCE**
Accident-medical insurance is included in your SAY fees. While SAY’s coverage is referred to as “secondary,” if the participant is not insured by another policy, SAY’s coverage would become “primary.” After a $100 deductible is met, the insurance provides $50,000 of coverage per incident. Administrators should have the parent or guardian of the injured registered SAY player call the SAY National Office to file a claim.

**SUPPORT MATERIALS**
SAY has developed a variety of support materials to assist you in the successful administration of your soccer program. The SAY National Director of Coaching and SAY National Referee and Rules Committee (SNRRC) has surveyed and authored many manuals and videos and are also available to you. As a service to your league, these items can be ordered from the SAY National Office. All materials can be viewed on our website, saysoccer.org. In addition, you will find coaching resources which contain drills and other helpful articles available on our website.

**REGISTRATION POSTERS**
SAY yard signs are available free of charge (just pay shipping) online at the SAY Store. Customizable posters are also available for editing, saving and printing as needed in the administration section of the SAY website, saysoccer.org. Posters and yard signs are provided for the purpose of advertising your sign-ups or other special events.

**SPECIAL CLINICS**
SAY Soccer provides many special clinics for coaches, players and referees. These clinics are generally held during our yearly convention to make it accessible to more members. Some of the clinics that are typically available are coaching clinics, coaching certification, referee clinics, player clinics, sports medicine clinics and administrative topics. Call the SAY National Office for further details pertaining to this year's clinics.

**SAY MERCHANDISE**
SAY has available to coaches and players soccer merchandise at the best possible prices. The full line of merchandise available can be viewed at our website saysoccer.org/store or by calling the SAY National Office at 800.233.7291. Items not readily available through our store can be found through our Preferred Equipment Provider Eurosport at soccer.com/SAY
TAXES
SAY Soccer is recognized by the U.S. Internal Revenue Service as a charitable, non-profit organization, under section 501(c)(3) of the Internal Revenue Code. Any SAY Premier Program may be included in this classification by requesting inclusion in a letter to the SAY National Office. This letter must also include the Employer Identification Number (Form-SS4) of that SAY Premier Program. Details of this plan may be obtained by contacting the SAY National Office.

NOTE: SS-4 Forms for obtaining Federal EIN Numbers are available online at http://www.irs.gov
The administration of SAY Soccer is carefully structured on all levels. These levels consist of:

1. A NATIONAL BOARD OF DIRECTORS and the CHIEF EXECUTIVE OFFICER support the entire program and insure that the SAY philosophy, rules and regulations are adhered to.

2. The CHIEF EXECUTIVE OFFICER and the NATIONAL STAFF carry out the everyday activities of the organization.

3. SAY PREMIER ADMINISTRATIVE BOARDS are composed of representatives of communities or neighboring communities who have joined together to aid each other in conducting the SAY programs on a local level.
SAY NATIONAL BOARD OF DIRECTORS

The number of Elected National Directors shall not be less than seven, nor more than twenty-one in number. There are currently five Regional Directors, one from each of five geographical Regions of the United States. There are also four At-Large Directors at this time. These nine Directors are elected by the Administrative Members. In addition, there can be two Directors who are appointed by the elected nine Directors.

The National Board of Directors meets at least three times a year and is charged with the duty of overseeing the entire SAY program. In this capacity, it directs the carrying out of the purposes and exercises the powers of the corporation without previous authorization or subsequent approval by the members of this corporation.

BOARD FUNCTIONS:

1. Adopt policies.
2. Approve new SAY Premier Programs.
3. Approve business Programs.
4. Promote the growth and development of SAY Soccer.

The Chief Executive Officer is a full-time salaried Administrator of SAY Soccer and is charged with administering all of the corporation's policies as defined by the National Board of Directors.

The Chief Executive Officer supervises, directs and controls the business and affairs of the corporation.

The Chief Executive Officer and the National Staff carry out the everyday activities of the organization such as supplying the various SAY Premier Programs with team registration materials and supplies, soliciting corporate sponsorship, working with committees, visiting new and existing SAY Premier Programs, responding to questions asked by members, and providing other necessary support services.
ABBREVIATED US SOCCER FAMILY

The Soccer Association for Youth, USA is a National Affiliate Member of the United States Soccer Federation
STARTING A PREMIER PROGRAM
HOW YOU FIT IN

In starting your own new SAY program, you will need to know at what level your organization will function.

CHOOSING A NAME
Your SAY Premier Program will need to choose a name. Your name should relate your location and association to anyone reading it. The ending should denote your association membership within the United States Soccer Federation (USSF), which is the Soccer Association for Youth (SAY). By combining the two, your SAY Premier name is created (i.e. – Southeast Indiana Soccer Association for Youth). You may also wish to be referred to by initials, so be certain the initials are desirable. Incorporating the SAY name is not mandatory. You may also choose any name for your SAY Premier program.

THE SAY PREMIER BOARD
The establishment of an SAY Premier Program by the National Board is the delegation of the privilege to conduct a SAY Soccer program within a given geographical location(s). Once a SAY Premier Program has been established, the grantee then organizes a group of people to be the “SAY Premier Board.” The members of this board must represent all of the communities within SAY Premier’s geographic locale that field SAY Premier Soccer Teams. The duties of the SAY Premier Board are to oversee the operation of the SAY program within its geographical location(s).
ORGANIZING A NEW SAY PREMIER PROGRAM

GETTING KEY PEOPLE INTERESTED
You will want to discuss your plans and have several meetings with others who share your ideas about organizing a new SAY Premier Soccer program. These people should serve as a temporary board until your organization is formed and a regular election of officers can be held. It’s a good idea to contact Park and Recreational departments or similar groups to insure their cooperation before making your intentions public.

Manpower is usually most available when the program is in the organizational stages. Before the enthusiasm wears off, see to it that every volunteer has some job to do. Working for a program makes a person feel that he or she belongs to the program, and that person will want to remain in it. Many interested people who can contribute to the program will not be among the initial volunteers. These are the people who tend to hesitate to step forward and offer their services, but will respond positively when they are approached personally and are presented with a job to do for the organization.

YOUR FIRST MEETING
Your first meeting should be well publicized. Use every available public communication facility at your disposal to let people know what you intend to do and why. Your first meeting should be set far enough in advance to insure the attendance of your key people, as well as those who have become interested through word of mouth. Invite community organizations and business people who may be interested in lending financial support to your program. At your first meeting, the temporary chairman should present the general purpose and objectives in organizing your new SAY Premier Soccer program. Determine the boundaries of your organization, the facilities that are available and the number of boys and girls that you can initially accommodate. Advise SAY National of your intentions by writing and SAY National will be glad to send a representative to assist. Get the names and addresses of those in attendance of this meeting. You will need their assistance at a later date.

ELECTING OFFICERS
After public interest and support have been determined, it is time to call a meeting for the purposes of electing officers for your new organization. By this time, you should have an idea of those willing to serve on the Board of Directors. It is important to have a slate of candidates who have expressed a genuine interest in the program.

You will need at least a President, Vice-President, Secretary and Treasurer. Their first job will be to develop a constitution and by-laws, and to appoint non-elected members of the Board of Directors (or Trustees). Suggestions for writing your constitution and by-laws, which include specific administrative duties of each member of the Board of Directors, are discussed in detail under PROGRAM ADMINISTRATION.
SAY NATIONAL CONCUSSION POLICY

The SAY National Concussion Policy consists of two very distinct procedures. This policy is required for ALL coaches and officials regardless of their age and/or status (i.e. Head coach, Assistant Coach, Head Referee, Assistant Referee, etc.). These procedures are designed to comply with recently passed legislation concerning concussion in youth sports. It will be necessary to complete a concussion training course every three (3) years.

STEP 1
The first portion of the SAY National Concussion policy is the taking of a FREE online training course. ALL coaches and referees MUST complete this training course prior to participating in any SAY activity whether it be a practice or a game situation.

There are two approved options for the FREE online training program consists of two approved options, either of which is acceptable:

The FIRST APPROVED OPTION is provided by the National Federation of State High School Associations Concussion in Sports – What You Need to Know, which can be found at http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000. This online course will require you to click on the "order here" button to begin the training. It will ask you to complete a brief registration form prior to beginning the course, which is solely for the purpose of registering you in their database as having successfully completed the online material. After you have completed this course you will be given the option to print out a personalized certificate of completion (It is suggested that this certificate by printed out in pdf format, otherwise your name may not appear on this certificate).

The SECOND APPROVED OPTION is through the Center for Disease Control and their Prevention Heads Up Concussion in Youth Sports Online training program, at http://www.cdc.gov/concussion/HeadsUp/online_training.html. Click on the online training course button to begin your training. After successfully completing the online training, you will be offered a an opportunity to print out a personalized "certificate of completion". FYI - this option does not keep a record of your completing this training.

After completing either the FIRST OR SECOND APPROVED OPTION, you will need to print out your personalized "certificate of completion" and keep a copy with you at ALL SAY related functions (especially referees, as you may be required to show your personalized certificate to the appropriate SAY authorities prior to being allowed to officiate any games).

STEP 2
The second portion of the SAY National Concussion policy is the Removal-From and Return-to-Play procedure. Any athlete exhibiting signs and symptoms of concussion either during a practice or during a game MUST be immediately removed. This athlete MAY NOT return to play nor participate in any SAY activity on the same day that he or she has been removed (even if a written medical clearance is provided).
In addition, the athlete is not permitted to return to play or participate in any SAY activity until he or she has been assessed and received written clearance by a physician or by another licensed health care provider. A Return-to-Play form must be submitted to the coach prior to allowing the athlete to participate in any activity with the athlete’s team, whether it be a practice or a game situation.

All of SAY Premier’s programs are responsible to monitor and track their coaches and referees with regard to their individual compliance with this policy. For those SAY members playing spring seasons, this policy must be implemented with the coaches and referees having completed their mandated online training prior to April 26, 2013. Those SAY members operating a fall season program must have their coaches and referees complete their individual online training prior to starting practices.

Listed below you will find helpful links regarding signs and symptoms of concussion, a parent’s education form, a possible concussion notification form, and a Return-to-Play form. If you should have any questions please feel free to contact us at the SAY National Office 800.233.7291.

Other helpful concussion policy links including return to play forms, parents informational sheet, signs and symptoms of concussions, sample certificates, and more can be found under the Concussion section of our website at saysoccer.org.
THE IMPORTANCE OF TRAINING COACHES

By Jeff Wander, former SAY National Training Education Chair
as well as former SAY National President
(Written for our Recreational Program, but can apply to SAY Premier Program.)

Coaches in youth sports take on many responsibilities. In the SAY organization, these duties include making sure our children have fun while learning the game of soccer, sharing playing time following our rules and learning the fundamentals of a wonderful sport. These are just a few of the many responsibilities we undertake as coaches.

When our season ends, we usually give the players some well-chosen words of advice such as “work on your conditioning & foot skills,” etc. However, what do you, as a coach, do to work on your skills as a coach? Just because SAY is a recreational based soccer organization does not mean our coaches should not try and improve their present coaching knowledge or gain some additional knowledge if they have never undergone soccer specific training. During the past season did one of your players ever miss a shot and you wondered to yourself how that player missed such an easy shot? Maybe you should ask yourself how much time you spent teaching the proper technique needed to make that shot. Just lining children up and having them attempt to kick the ball across the goal line is not proper coaching technique. Children will have much more fun when they learn how to do things correctly and have success while doing them. The same can be said for defensive skills, passing skills and even being in the proper position on the field. We, as coaches, have a responsibility to our players to teach them to have fun, love the game and learn the proper techniques used in this sport in the event that our players wish to take their game to a higher level.

A philosophy of the SAY organization is that each player should have the opportunity to be coached by someone who has undergone training to carry out the responsibilities he or she has agreed to accept. Over the years, The SAY National Director of Coaching and our National Board have come up with several different plans to make training available to all of SAY Soccer.

First, your individual program may submit a syllabus for proposed training. The syllabus will be reviewed by SAY Director of Coaching and, if it meets all the necessary criteria, it will be approved to allow basic training to SAY Coaches. If you would like to see a copy of a sample training syllabus, you may contact the SAY National Office and request one.

For more information on coaching tools, courses and materials, please email the Director of Coaching at the SAY National Office.

WHO WILL COACH?

Easily the most challenging, and generally the most rewarding position in SAY Soccer is that of the coach, since he or she is the one in direct contact with the players. The ultimate success of your soccer program will be determined by the ability of your organization to select and properly train your coaches.

Please Note: The SAY National Concussion Policy is required for ALL coaches and
officials regardless of their age and/or status (i.e. Head coach, Assistant Coach, Head Referee, Assistant Referee, etc.). These procedures are designed to comply with recently passed legislation concerning concussion in youth sports. It will be necessary to complete a concussion training course every three (3) years. This policy can be found in this handbook under the title SAY National Concussion Policy. Also, this policy and complete course can be found under the concussion section of the SAY website at saysoccer.org.

There are probably more people than you would expect in your community with knowledge of soccer who would be willing to coach. They may be former college players or people of foreign descent who have played in other countries. If your experience is like others, there will be more players than the number of qualified volunteers to teach them. In this case, you will have to convince parents and other adult volunteers, who may be reluctant to step forward, that leadership, understanding and a good example are as important of a criteria of a good coach as his or her knowledge of the skills and techniques of soccer.

The SAY endorsed coaching manuals will provide your coaches with the tools necessary to teach the game of soccer to the players in your league. These coaching manuals are also useful to those interested in conducting SAY coaching clinics. Clinics for coaches are also available through SAY, as well as license clinics given by the National Soccer Coaches Association of America (NSCAA), USSF, and Challenger Sports. These clinics are available in every state. Contact the SAY National Office for details.
GUIDELINES ON SAY PREMIER RISK MANAGEMENT

VOLUNTEER SCREENING POLICY (VSP)

BACKGROUND CHECKS

For the Soccer Association for Youth, USA

NOTE: ALL COACHES MUST BE BACKGROUND CHECKED!

The SAY Volunteer Screening program consists of two very distinct procedures. They are designed to work in conjunction with one another to ensure a safe, healthy soccer experience for players and volunteers alike.

STEP 1: The first portion of the SAY Premier VSP program is the "TIMES TWO" Policy.

"TIMES TWO POLICY"

All SAY Premier Programs must establish and implement a policy to ensure that no less than two adults are present at any team function. Failure to implement the Times Two policy will adversely impact a SAY Premier’s liability insurance coverage. Team functions include, but are not limited to, games, practices, picnics, etc. While the focus of this policy is the child, it also provides protection for the volunteers as well in the event of misunderstandings. Under no circumstances should the activity take place if only one adult is present. It is recommended that SAY Premier Programs review their policy on car-pooling. SAY recommends that volunteers not provide transportation for non-family members. In the past this was more of an insurance issue, but now has greater implications in regards to the intent of the Times Two policy. As stated in the above policy, there are NO exceptions to following the Times Two policy.

STEP 2: The second portion of the SAY National VSP is the background screening for coaches. Here is the official policy:

All SAY Premier Coaches MUST submit to a Background Check

The SPVA (SAY Premier Volunteer Administrator) should direct your coaches to the SAY National website – saysoccer.org, under the background check tab at the top. The SAY Premier Program will be invoiced on a monthly basis ($10.00 per background check) performed by the SAY National Office. The SAY CEO will communicate back to you any disqualifying information found as well as give you a listing of which coaches have been background checked for your SAY Premier Program.

REVIEW RESULTS

Once the background screening has concluded, the SAY CEO will review the results with the SPVA. Up to this point in the process, potentially only two people should be aware of an issue with a volunteer application. It is very important that this information remain
protected, not only for SAY and the SAY Premier program, but for the protection of the applicant as well. When reviewing the results of the background check, SAY will refer to its list of Disqualifying Offenses. This list does not include EVERY offense that could disqualify an applicant. The SAY CEO will then make a determination on the applicant’s status based upon the information obtained.

All Coaches must be background checked every two years, however it is recommended that all coaches be screened on an annual basis.

**Note:** This is proprietary information. SAY is very sensitive to the fact that people may have made mistakes in their past that may not necessarily be a reflection of who they are today. If there are sufficient mitigating circumstances, the SAY CEO has the discretion to leave the final decision, regarding the acceptance of the volunteer, with the SAY Premier program. As a way of example of mitigating circumstances, let’s look at the following scenario; the applicant, at the age of 19, was convicted of a "misdemeanor assault." The applicant is now 35, has a family, and has no other police history or violations since the assault conviction. The SAY CEO advises the SPVA that the final determination regarding whether or not to accept the applicant will be left to the SAY Premier program.

**SUMMARY**
The screening process and choices necessary in the selection of SAY volunteers is a serious part of a SAY Premier Area Board’s administrative function. Screening of volunteers must be considered the most important part of any SAY Premier’s volunteer recruitment efforts. The protection of the children is and must remain the primary motivating factor in the selection of volunteers.

| SAY Abuse Prevention and Reporting Policy | SAY seeks to create a welcoming and nurturing environment for those in attendance and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a minor. |
| Disqualifying Offenses | View a list of SAY disqualifying offenses |
| Pre-Adverse Action Letter | Sample Pre-Adverse Action Letter |
| Post-Adverse Action Letter | Sample Post-Adverse Action Letter |
| Fair Credit Reporting Act | Read this act and a summary of your rights |
| Background Check RSI | For coaches, assistant coaches and any volunteers within a SAY Premier Program to enter their request for a background check |
5/5/2014

Dear Applicant,

In connection with your application for employment or promotion with Company, you authorized Company to perform a background check, either with internal resources or by using an outside agency. Your application for employment with Company is currently under review and you may be eliminated from further consideration based on information received from the consumer reporting agency listed below.

Reference Services, Inc.
101 Plaza East Blvd., Suite 300
Evansville, IN 47715
(812) 474-9000

Attached is a copy of this report and a copy of your rights under the Fair Credit Reporting Act.

If, after reviewing the report, you believe that information contained in it is inaccurate and/or you want to know what information in the report falls outside of our company guidelines, we ask that you contact us directly within 5 days. Also, contact us directly within 5 days if you believe that there is additional information that may help us better evaluate your fitness for this position. Otherwise we will assume that you no longer wish to pursue employment with us.

Please be advised that Reference Services, Inc. provided the report but did not make the decision to take the adverse action and is therefore unable to provide you with specific reasons as to why the adverse action was taken.

This letter is sent to you in compliance with the Fair Credit Reporting Act.

Sincerely,

Company Name
BACKGROUND CHECK RELEASE FORM

This form is to be used for a background check for the purpose of volunteering with the SAY Soccer organization.

**Directions:**
1. Print Form
2. Complete (including signature)
3. Return to your SAVA.

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<tr>
<th>Name:</th>
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<tr>
<td>City:</td>
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<tr>
<td>State:</td>
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</table>

| Date of Birth: | Male □ Female □ |

| Race | Height | Eye color |

**PERSONAL HISTORY**
Have you ever been found guilty by a court or other tribunal to have committed a violent act against another person, engaged in any misconduct involving a juvenile or been convicted of a crime except for a minor traffic violation?

| YES | NO |

If you answered "Yes" to the above question, please provide the details of each conviction or pending conviction below, including DATE (month/year), LOCATION (city, county, state), and NATURE of ALL convictions or pending convictions. Failure to list ALL convictions or pending convictions may be considered a falsification of this application and result in the withdrawal of an offer off the volunteer position. It is not acceptable to substitute "will discuss" for this information.

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Soccer Association for Youth (SAY), at its discretion, may use the above information to conduct a criminal background check. As an applicant for a SAY volunteer position, I hereby affirm the truthfulness of the representations I have made, including the information provided in response to the questions regarding my criminal history. I authorize SAY to verify the above information and waive any right to confidentiality with respect to the information requested. If requested by SAY, I will submit my fingerprints for that purpose.

____________________ |
| Signature |
| Date |

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ABUSE PREVENTION

PURPOSE
This policy establishes how SAY Soccer, USA intends to prevent the physical, emotional and sexual abuse of children and youth by the coaches, referees, administrators and volunteers, hereinafter referred to as the “Staff Member”. SAY seeks to create a welcoming and nurturing environment for those in attendance and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a minor.

DEFINITIONS
Abuse – Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy.
- Physical Abuse – Injury inflicted on a child or youth
- Sexual Abuse – Contact or activity of a sexual nature between an adult and a child or youth
- Emotional Abuse – Mental or emotional injury inflicted on a child or youth by the actions of an adult
- Neglect – Failure to provide adequate care for a child or youth
- Economic abuse – Deliberate misuse of the money or belongings of a child or youth

Child – A child is defined as anyone under the age of 12.
Youth – a youth is defined as anyone between 12 and 18 years of age.

POLICY GUIDELINES
Safeguards in the process of selecting coaches, contracting with independent contractors (referees) or the solicitation of volunteers will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy.
Candidates for positions will be screened and selected using the following:
- Standard SAY volunteer screening application for any adult having “unsupervised “access to a youth member of SAY. “Unsupervised” access is defined as a 50 yard radius around a youth member of SAY without another adult within that same radius. At the very least this will include all coaches, both head and assistant coaches.
- The Volunteer screening application will include an authorized signature to perform necessary background checks. When a background check is performed it will include:
  o Criminal background checks in any and all states where the candidate has lived in the past seven years
  o Sexual offender registry checks in any and all states where the candidate has lived for the last several years

All information collected about a candidate will be reviewed and used to determine if they are appropriate for the respective position. If retained, all information collected during the screening process will be included in the SAY Premier administrative files.
STRUCTURAL GUIDELINE FOR PROGRAMS
All SAY programs are designed to encourage safe interaction between coaches, contractors, volunteers, children or youth. The following guidelines are meant to keep established safeguards effective:
- The “Times Two” policy must be implemented in ALL SAY sponsored events. This includes practices, games, social activities, etc.

GENERAL CONDUCT
In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide Staff during their interactions with children and youth. These guidelines do not and cannot outline every situation that may be encountered requiring Staff to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. SAY reserves the right to take disciplinary action against any Staff member whose actions are found to be inappropriate regardless of whether they appear in this section.

- Staff will treat all children and youth with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation or economic or social status. All effort must be made to avoid favoritism, or the appearance of favoritism.
- While representing SAY, Staff must not possess, distribute, use or allow others to use any alcohol or drugs.
- Staff must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behavior management.
- Staff must not participate in or allow others to engage in any form of hazing.
- Staff must not have sexual contact with children or youth.
- Staff must not dress, undress, shower or bathe with or in the presence of children or youth.
- Staff must not use physical punishment in any form. The only time physical force is allowed to be used against a child or youth is when their actions are placing others at an immediate risk for serious harm.
- Staff is prohibited from sharing sleeping locations with children or youth. This includes beds, tents, hotel rooms and other similar areas. Staff can sleep in open areas with children or youth as long as the area is large enough for the Staff member to have their own defined sleeping areas and other Staff are present.
- Staff must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of children or youth.
- Staff are not allowed to possess any sexually oriented materials (books, magazines, videos, clothing) when conducting business in the name of SAY.
- When one-on-one discussion or counseling is warranted, Staff interaction with a child or youth will take place in an area that allows for private conversation while in the presence of another Staff member.

If, for any reason, a Staff member feels there is a need to make an exception to these guidelines, they must submit to the SAY Premier President a written description of the incident and why their actions were necessary. Their report
will be reviewed for wrongdoing. A copy of the original report along with any additional findings will be retained by SAY pending further investigation.

REPORTING POLICY

SUSPECTED CHILD/ABUSE REPORTING PROCEDURES
In the course of operating a SAY program any staff who knows or has reasonable cause to suspect based on facts that would cause a reasonable person in a similar position to suspect, that a child under the age of eighteen years of age or a mentally retarded, developmentally disabled, or physically impaired child under the age of twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of a child, MUST report this to the child services agency or the local police. The report can be made either by telephone or in person and shall be followed by a written report, if requested by the receiving agency or officer.

If a written report is requested it shall contain:
- Name and address of the child.
- Name of child’s parents if known.
- Child’s age and the nature and extent of the child’s injuries, abuse or neglect that is known or suspected.
- Any other information that might be helpful.

The report must be made by the person having knowledge or reason to believe that the condition exists. In the process of providing the information for the report, be sure to note to whom you talked with, date, time and their contact information. After the incident is reported please contact the Area/District President providing the details as reported. A follow up call is recommended with the agency or officer to ensure that an investigation is ongoing and that there is movement towards the resolution of any issues. The information provided in the report is confidential as is the name of the person making the report and shall not be released for use and shall not be used as evidence in any civil action or proceeding brought against the person making the report. In other words, in any case where a good faith report was made and there ended up being no abuse, the person who made the report is immune from any criminal or civil damages. The public policy in Ohio, for example, as it is in other states, is to protect children, even if it means that there may be good faith false allegations from time to time. It is better to over-protect children than to under-protect them by failing to make and follow up on good faith reports.

For any questions regarding this policy please contact the SAY Chief Executive Officer for clarification. The number is 800.233.7291 ext. 1113 or email sshay@saysoccer.org.
Dear Applicant,

In connection with your application for employment or promotion with COMPANY NAME, you authorized COMPANY NAME to perform a background check, either with internal resources or by using an outside agency. The Company notified you by letter dated 10/08/2012 of its preliminary decision to eliminate you from further consideration for employment or promotion based wholly or partially on the information contained in the report and gave you 5 days to review the report and provide corrected or complete information.

This letter serves as notification that we are unable to further consider you for employment at this time. This decision was influenced in whole or in part by a consumer report obtained through the Consumer Reporting Agency listed below.

Reference Services, Inc.
101 Plaza East Blvd., Suite 300
Evansville, IN 47715
(812) 474-9000

Reference Services, Inc. did not make the decision to deny you employment or promotion and they are unable to provide specific reasons as to why this decision was made.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under the Act. You have the right to obtain the information in your report by contacting Reference Services, Inc. This information will be provided for free if you contact Reference Services, Inc. within sixty (60) days of the date you received this letter.

You have the right to dispute the accuracy and completeness of any information in the report.

Thank you for your interest in employment with our organization.

Sincerely,

COMPANY NAME
A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

• You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

• You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  • a person has taken adverse action against you because of information in your credit report;
  • you are the victim of identity theft and place a fraud alert in your file;
  • your file contains inaccurate information as a result of fraud;
  • you are on public assistance;
  • you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

• You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

• Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed
DISQUALIFYING OFFENSES

This list of Disqualifying Offenses was developed from Ohio Senate Bill 187 and as part of SAY’s volunteer screening criteria and is applicable for all SAY Premier programs. Programs should also be aware of the laws pertaining to the state in which they reside. While this list will be the de-facto guide used by SAY in determining what action is to be taken in regards to the results of the applicants background check, other factors may also be considered; such as the laws of a particular state in which the applicant resides, and mitigating circumstances. Please note: This is not an all-inclusive list of disqualifying offenses.

EXAMPLES OF DISQUALIFYING OFFENSES

- Aggravated murder
- Murder
- Voluntary manslaughter
- Involuntary manslaughter
- Felonious assault
- Aggravated assault
- Assault
- Failing to provide for a functionally impaired person
- Aggravated menacing
- Patient abuse; neglect
- Kidnapping
- Abduction
- Criminal child enticement
- Rape
- Sexual Battery
- Unlawful sexual conduct with a minor
- Gross sexual imposition
- Sexual imposition
- Importuning
- Voyeurism
- Placing harmful objects in food or confection
- Felonious sexual penetration
- Drug abuse beyond minor drug possession
- Illegal administration or distribution of anabolic steroids
- Funding of drug or marijuana trafficking
- Multiple or repeat instances of less serious offenses (ex. DUIs)
- Compelling prostitution
- Promoting prostitution
- Procuring
- Prostitution; after positive HIV test
- Disseminating (obscene) matter harmful to juveniles
- Pandering obscenity
- Pandering obscenity involving a minor
- Pandering sexually oriented matter involving a minor
- Illegal use of minor in nudity-oriented material or performance
- Aggravated robbery
- Robbery
- Aggravated burglary
- Burglary
- Unlawful abortion
- Endangering children
- Contributing to unruliness or delinquency of a child
- Illegal manufacture of drugs/cultivation of marijuana
- Carrying concealed weapons
- Having weapons while under disability
- Improperly discharging firearm at or into habitation; school-related offenses.
- Corrupting another with drugs
- Domestic violence
- Public indecency
- Trafficking in drugs
WHO WILL REFEREE?

RULE 13 – SAY PREMIER SYSTEM OF OFFICIATING

1. As in FIFA and USSoccer only the “Diagonal System” using three (3) officials is acceptable in SAY Premier Soccer.
   A. Only one official shall have the authority and responsibility for the calling of fouls and violations by the use of the whistle and shall perform as the “Referee” in accordance with Law 5 in the FIFA Laws of the Game
   B. The other two officials shall perform as “Assistant Referees”, as described in Law 6 in the FIFA Laws of the Game.
   C. The Referee shall accept the calls of an Assistant Referee with regard to incidents that do not come under the personal notice of the Referee. However, at all other times, the Referee is not obligated to, and may or may not accept the calls of an Assistant Referee, in accordance with the Referee’s own judgment, even if the effect is to nullify or grant a goal.

NOTE: Other SAY Soccer policies, guidelines and procedures can be found in the SAY Premier Soccer Administrator’s Handbook. Copies of this Handbook are available through the SAY National Office.

Please Note: The SAY National Concussion Policy is required for ALL coaches and officials regardless of their age and/or status (i.e. Head coach, Assistant Coach, Head Referee, Assistant Referee, etc.). These procedures are designed to comply with recently passed legislation concerning concussion in youth sports. It will be necessary to complete a concussion training course every three (3) years. This policy can be found in this handbook under the title SAY National Concussion Policy. Also, this policy and complete course can be found under the concussion section of the SAY website at saysoccer.org.

Just as you should not ignore the importance of good officiating to the success of your soccer program, you should also not expect professional results from amateurs who are just learning. Some new referees could be driven from the scene by harsh criticism long before they have the opportunity to adequately develop their skills. The success of your referee program will depend on the willingness of the coaches, parents and program officials to recognize that your referees will make mistakes. As your soccer program grows, so should the quality of your officiating. It is also a good idea to track the progress of your referees by having them fill out a Referee Application, a copy of which follows in the preceding pages.
To All Springboro SAY Soccer Players, Coaches, Parents and Fans:

The Clearcreek SAY Board would like to welcome you to the 2015 playing season. As members of the SAY National Organization, players and coaches along with parents and other spectators should recognize that the overall objective of SAY is maximum participation with even competition at the various age levels for everyone. To win at any cost may be the proper attitude for highly skilled professionals, but is contradictory to the basic objectives of the Soccer Association for Youth, USA.

The officials for this season have all been through extensive training through SAY and/or the United States Soccer Federation (USSF). Their job is to enforce the rules and regulations, which will ensure safe, enjoyable and fair competition. This DOES NOT mean that they will see everything the way you do or call everything the way you would. They will NOT tolerate unsporting behavior by anyone and WILL maintain order of the field and the sideline by issuing yellow and red cards for unsporting behavior by coaches, players and spectators.

In the game of soccer, the coach is responsible for the spectators. A yellow card is an official warning; a red card is ejection from the field and the game. Refusal to acknowledge a red card will result in forfeiture of the game. Please keep in mind that your children are watching.

Negative or harassing comments to or about players, coaches, referees or other spectators is NOT within the spirit of the SAY philosophy and will not be tolerated. Remember, SAY is all about Kids Having Fun, and this is a recreational soccer program.

We invite you to participate in the game by providing positive, enthusiastic comments to the players on BOTH teams and appreciating the time and effort it takes on the part of the players, coaches, referees, parents and administrative members to provide your child with a GREAT SAY experience.

Thank you for your cooperation.

Springboro Soccer, CYSA Board of Directors
EQUIPMENT AND SUPPLIES
Fortunately, soccer is one of the least expensive sports to finance. For example, an entire team of sixteen players can be outfitted for the cost of about three football players. There are ever-increasing numbers of sporting goods stores specializing in soccer equipment with other SAY Premier leagues in your vicinity can result in a substantial savings. This is another advantage of affiliating with SAY. Available to your program are soccer balls, practice cones, field lining paint and lining equipment, goals and nets, trophies and many other supplies at substantially lower prices than you will find it at retail stores. These items may be obtained either directly through SAY or from an official SAY Soccer equipment supplier, such as www.soccer.com/SAY.

FIELD EQUIPMENT
Your first consideration in field equipment will probably be the goals. The cost can vary widely and your choice will depend on the funds available.

The recommended goal would be one made of a lightweight material that is “portable,” that is they can be moved for grass cutting, lining and most importantly for practices (so the grass is not worn out in the mouth of the goal). Portable goals also “give” if a player collides with the upright, which makes it a much safer goal than one that is permanently anchored in the ground. However, they should **always** be anchored to the ground to prevent the goals from being accidentally tipped over, which may cause injuries. The best system to anchor these goals will still allow them to “give.” This can be done by attaching a short cable or chain with clips at each end. The cable would then be attached to a ground anchor that sets into the ground low enough to be mowed over. This type of goal can be purchased through a number of soccer equipment companies. Call the SAY National Office for our preferred provider and special discounts.

A permanent type of goalposts can be constructed of square tubular steel or 4” threaded pipe. You may be successful in finding someone to donate the labor and materials. Check with your city and county recreation departments. They may have funds available.

The most popular materials for lining the field are white latex paint and marble dust. Striping machines and aerosol cans make latex application very easy and long lasting. The method you use will depend on the number of fields, their locations and finances.

As a reminder, corner flag posts must be at least five feet high, at least one inch in diameter and not pointed at the top. The exception to this rule is the use of bicycle flags. Because of their low cost and greater availability, the SAY National Referee and Rules Committee (SNRRC) has agreed to legalize bicycle flags if used with a mandatory padded cover to prevent a dangerous backlash after a player has run through it. There are also legal corner flags with built-in springs that are less than five feet high.

UNIFORMS
A soccer uniform consists of a shirt, shorts and socks. It is important that the soccer uniforms be of distinctly different colors. More costly uniforms will generally outwear the cheaper ones. Shirts should display a number, usually 6” high, on the back and the SAY Premier logo on the front or sleeve or short, etc. Many leagues also use a logo on the front of the jersey advertising an organization or sponsor name. Personal equipment, such as shoes, shin guards and other protective equipment, is usually provided by the
players. The SAY Premier Uniform package can be ordered via the SAY website. Home and away uniforms, as well as sweats and bags for SAY Premier programs are also available.

BALLS
Soccer balls may be one of your major expenses if you plan to buy a game ball for each team. Careful consideration should be given to their quality and durability. A good quality ball will give years of service and, in the long run will be the least expensive. Again, combined purchasing with other SAY programs can result in considerable savings on soccer balls. Every player should be encouraged to purchase and bring their own ball to practices and games. SAY Premier Administrators, as well as parents, may purchase excellent balls through the SAY National Office at discounted prices.

SAY PREMIER PLAYER CARDS
All SAY Premier players must have a valid player card for the current playing season. Player cards are available through the SAY National Headquarters and token codes will be distributed for the creation of the player cards after registrations are received.

ADMINISTRATIVE SUPPLIES
Many administrative supplies are provided by SAY at no charge to our SAY Premier Programs. Some are provided automatically, while others must be requested.

When it is time to register players and teams, a SAY Premier Board Member will place an initial order for the Team Registration Packets and player cards. This order should be placed at least two weeks before practices are scheduled to begin. One Team Packet will be shipped to the SAY Premier Program. All coaches should be informed that the player roster needs to be submitted. SAY’s “Administrators’ Handbook” is available online in the publication section of our website saysoccer.org. Hard copies may be purchased from the SAY National Office.

Supplies that may be requested include sign up posters, Certificates of Liability for the landowners where SAY functions will be held, Player Agreement forms and Player Cards. The “Cyber Circle” Administrative Newsletter (4 times a year) will be emailed to all SAY Premier Administrators registered through the SAY Premier Board List. Please be sure to include every board volunteer, not just the officers, so everyone will be kept informed.
PROGRAM ADMINISTRATION

In this section, we will try to answer many of the questions that will surely arise as you begin the administration of your new program. The methods, procedures and forms in this section have been used successfully by many established SAY Premier Programs and are the result of trial and error over a period of years. Out of this, have come many positive and helpful suggestions on administrative problems.

YOUR CONSTITUTION AND BY-LAWS
It is required for your organization to have a constitution and by-laws to provide a fundamental principle of law for your Board of Directors to follow and to lend a sense of permanency to your organization.

It should be emphasized that this guide has been prepared to assist you in the preparation of your own constitution and by-laws. Conditions peculiar to your community and your local and state laws may require some deviation. SAY strongly recommends that you consult a local attorney and discuss with him/her your constitution and by-laws as well as the advisability of the incorporation of your organization. Non-Profit status for your SAY Premier Program is available through SAY’s Group Exemption is available upon request to the SAY National Office.

The constitution usually covers the fundamental rules of the organization, while the by-laws explain how these fundamentals are to be administered. Sometimes all articles are combined into the constitution. The following Sample Constitution is available in electronic format for ease in adapting it for your own purposes. A copy of your original Constitution and By-Laws and all subsequent changes should be submitted to the SAY National Office for filing.

<table>
<thead>
<tr>
<th>OUTLINE FOR CONSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article I</td>
</tr>
<tr>
<td>Article II</td>
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<td>Article III</td>
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<td>Article IV</td>
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<td>Article V</td>
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<td>Article VI</td>
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<td>Article VII</td>
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<td>Article VIII</td>
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<td>Article IX</td>
</tr>
<tr>
<td>Article X</td>
</tr>
</tbody>
</table>
ARTICLE I
NAME

The name of the organization shall be known as _______________________________.

ARTICLE II
PURPOSE

To provide for the children of the ______________________(define boundaries), a quality soccer program involving as many members of the community as possible, in affiliation with the Soccer Association for Youth, USA. To develop and encourage sporting behavior among its members and players for the betterment of their physical and social wellbeing.

ARTICLE III
AFFILIATION

This organization (or corporation or association) shall be affiliated with the Soccer Association for Youth, USA, an Ohio corporation, and shall be governed by and shall comply with the principles, rules and regulations enunciated and decreed by the Soccer Association for Youth, USA.

ARTICLE IV
POWERS

This organization shall have the following powers in addition the powers expressly or implicitly conferred on it by law: To make and enforce rules and regulations promulgated by the Soccer Association for Youth, USA, to which organization is subject. To enter into contracts and to hold and own property.

ARTICLE V
MEMBERSHIP

Requirements for membership and privileges of membership should be specified in this article. Membership is usually defined as players, program administrators, any coach, assistant coach or league official, regardless of whether he/she has a child in the program. The privilege usually extended to the membership is the entitlement of one vote in the election of the officers of the association.
ARTICLE VI
GOVERNING BODY

The governing body of the organization shall be the Board of Directors. Said Board may adopt such rules and regulations for the conduct of its meetings and management of the organization, as it may deem proper, that are not in conflict with the rules and regulations of the Soccer Association for Youth, USA. The Board of Directors shall consist of the following:

**Officers** – President, Vice-President, Secretary, Treasurer

**Directors** – Referees, Scheduling, Publicity, Equipment, Fields, Uniforms

A board of this size may be a little cumbersome for a new league with only a few teams. However, all of the above-mentioned duties would eventually have to be handled by someone, so it is a good idea to include all of these positions in your constitution. You may have to include additional positions as your program and needs demand.

ARTICLE VII
ELECTION

The Officers of the organization shall be elected and shall be the Executive Committee. The balance of the Board of Directors shall be appointed by said Executive Committee. No two members of the same family shall be members of the Executive Committee. The Past-President may sit on the Board as an advisor in a non-voting capacity.

The Election of the Board of Directors shall be by the membership and shall be conducted at a meeting called by the presiding Board of Directors. The Board of Directors shall appoint a nominating committee at least one month before the elections meeting. The nominating committee will develop a slate of candidates for elections to the new Board of Directors.

Election will be at the last meeting of the fiscal year. Ballots will be given to all members present. Candidates elected shall take office at the close of the election meeting.

Officers will be elected from the Board of Directors by the Board of Directors.

Provisions for the right to vote and the right to vote by proxy of Board members should be included in this section.
ARTICLE VIII
MEETINGS AND QUORUM

This Article should be used to establish the frequency of regular meetings. Include provisions for an Annual Meeting. All meetings shall be conducted according to “Roberts Rules of Order”. A quorum is usually 50% of the Board of Directors.

ARTICLE IX
REMOVAL

Any Board member may be removed at any time for actions that are deemed detrimental to this association. Removal shall be by two-thirds (2/3) affirmative vote of the Board of Directors.

Wrongful Expulsion – It is best for the Code of Ethics or “penalty” section of the rules to allow a scale of punishment ranging through such possibilities as verbal reprimand, public reprimand and the terminal remedy of expulsion. A system of rules and regulations that does not contain some provision for a penalty for enforcement purposes is a useless set of rules. In addition to substance, there are procedural considerations on the proper ways to enforce rules and regulations. Each organization should have a set of written guidelines that can be followed to assure the use of fair procedures in the administration of discipline. This is called “due process” and is very important. You always want to be fair because the appearance of lack of fairness or due process can be the cause of a lawsuit. Due process guidelines are included at the end of this section of the handbook.

ARTICLE X
AMENDMENTS

This constitution may be amended by a two-thirds (2/3) majority (provided a quorum is met) affirmative vote of the Board. Any such amendments shall be presented at one meeting and voted on at a subsequent time within thirty (30) days after said meeting. The vote shall be by a show of hands.
SAMPLE BY-LAWS

Your by-laws are an agreement of the members of your association for the regulation of internal affairs and for dealings of the association with other parties. Some of the subjects covered under the by-laws are as follows:

DUTIES OF THE BOARD OF DIRECTORS

The duties for each member of your Board of Directors should be spelled out in detail to avoid confusion about what each specific job entails. These duties should be part of your by-laws. Make sure that each member of your Board has a copy and understands his/her job. The following duties are offered as a guide to be refined and changed to suit your own needs.

BODY

Members of the Board of Directors shall:

1. Carry out their duties in a spirit of cooperation, keeping in mind that the program belongs to our youth.
2. Use their own initiative and imagination in fulfilling duties.
3. Attend the meetings of the Board of Directors.
4. Keep a notebook for meetings and report progress made at each meeting of the Board of Directors.
5. Assist in conducting registration.

PRESIDENT

The President shall:

1. Uphold and enforce the constitution of __________________________.
2. Coordinate and represent entire program.
3. Conduct monthly meetings of the Board of Directors on a regular basis and follow up to make sure jobs are being done. Call special meetings of the Board as deemed necessary.
4. Assist in selecting people to fill non-elected positions on the Board.
5. Pass on knowledge or information from previous years to administrative personnel.
6. Assist in registration and draft.
VICE-PRESIDENT

The Vice-President shall:

1. Preside and carry on the duties of the President in the event of the President’s absence or disability.
2. Assist in registration.
3. Be the President’s liaison to all committees and shall report to the President.

SECRETARY

The Secretary shall:

1. Keep minutes of the meetings of the Board of Directors.
2. Give notice of all meetings when directed by the President.
3. Be responsible for all correspondence as directed by the President and the Board of Directors.
4. Send letters of appreciation to all sponsors and patrons.

TREASURER

The Treasurer shall:

1. Collect all funds due the association and make disbursements for payments of all obligations as authorized by the Board.
2. Keep a suitable set of books and shall submit monthly statements to the Board of Directors and year-end statement covering all receipts and expenditures and a balance sheet.
3. Submit a copy of the year-end statement to the SAY National Office for filing.

DIRECTOR OF EQUIPMENT

The Director of Equipment shall:

1. Distribute all practice balls and game balls to the division coordinators and keep a record of such distribution.
2. Distribute the field equipment (flags, nets, etc…) to the Director of fields.
3. Collect, inventory and store equipment belonging to the association at the end of each season.
DIRECTOR OF FIELDS

The Director of Fields shall:

1. Locate sites for playing and practice fields.
2. Enlist volunteers in each field area to help in marking and maintaining fields.
3. Supervise in the initial layout and marking of fields and making sure fields are free of rocks, holes and debris.

DIRECTOR OF SCHEDULING

The Director of Scheduling shall:

1. Prepare the scheduling of all regular season games and be responsible for the scheduling of all make-up games.
2. Work through the division coordinator in scheduling make-up games.
3. Prepare a separate schedule for each division, both male and female and give copies to each division coordinator for distribution. Schedules shall include team names and the time and location of each game.

DIRECTOR OF PUBLICITY AND INFORMATION

The Director of Publicity and Information shall:

1. Be responsible for the printing of all material necessary to run the soccer program.
2. Be responsible for publications of scores to the local news media. Secure a "Hold Harmless" and a "permission to print" waiver at registration for all players. (samples included in back)
3. Represent the association to any organization as directed by the President of the Board of Directors.
4. If desired, employ a photographer for team pictures to be distributed to each player during the soccer season.

DIRECTOR OF UNIFORMS/PURCHASING

The Director of Uniforms/Purchasing shall:

1. Be responsible for the buying of uniforms, balls, nets, flags and all other equipment necessary to the soccer program.
2. Turn over the materials purchased to the appropriate Directors for distribution.
3. Seek out multi-bids (at least two) for any purchases over $100. Bids must be made part of the purchase records and available for review.
DIRECTOR OF REFEREES

The Director of Referees shall:

1. Be responsible for acquiring and assigning referees for all scheduled games.
2. Contact all potential referees using the previous year’s referee roster and inform them of the referee clinic dates.
3. Be responsible for fees owed to referees and shall present a statement to the Treasurer for payment. Fees will be determined by the Board of Directors.
4. Report to the President any action by a player, coach, assistant coach or spectator that has resulted in a protest or possible disciplinary action.

DIRECTOR OF SAY PREMIER WEBSITE

The Director of SAY Premier Website shall:

1. Be responsible for establishing and/or maintaining an Internet Website to keep membership informed of Administrative, Referee, Coach, Parent and Player information.
2. Be responsible for compilation and proper distribution of online registration information.
3. Seek website sponsorship to raise funds for SAY Premier use.
4. Compile member e-mail addresses for use in notifying members of upcoming SAY Premier events.
5. Keep SAY Premier events, schedules and standings available online for SAY Premier membership viewing.

OTHER SUBJECTS TO BE COVERED IN THE BY-LAWS

League Coaching Rules

This section will establish how your league will select and approve coaches, age qualifications, number of teams permitted each coach, coach’s seniority, coaching responsibilities, etc.

Handling of Protests

You should appoint a protest committee to handle all protests. It is advisable for at least one member of the protest committee to be the Director of Referees or someone who is knowledgeable in the laws of the game.
Discipline

It is strongly recommended that you develop a code of discipline for any action by a player, coach or spectator that has resulted in ejection from a game by a referee. It is advisable to have a minimum penalty for such actions and the discipline committee reserves the right to take further action based on the facts as presented. All SAY Premier decisions concerning discipline for infractions covered by the pre-published code of discipline are final and cannot be appealed to National level. All coaches and players are furnished with a copy of league discipline rules. Suggested code of discipline guidelines are included at the end of this section.
FINANCE AND BUDGET

Your first budget will be most difficult to develop. To assist in eliminating some of the guesswork, you will want to consider some of the variables listed below:

1. Will you have to develop and maintain your own fields?
2. How many players will register in your league?
3. How many games for each team?
4. How much will you pay referees?
5. Will you be able to meet expenses with only a registration fee, or will you need a fundraising project or team sponsors?
6. Is your league located in a residential area with little or no business to assist with financing?
7. Will you provide trophies or other awards for your winning teams?

CONTROLLED SPENDING
Remember that it is always easier to spend money than to raise it. A sensible budget and controlled spending are vital to the success and permanency of your organization.

The task of financing may be delegated to a Finance Committee. This committee could be headed by the Treasurer with another Board member on the committee, and should have a strong voice in the planning of all other committees. The other committees will be of little value if they do not confine themselves to the practicality of the budget and anticipated income.

Authorization for the purchase of equipment and supplies should be limited to two or three officers or committee chairpersons.

ANNUAL REGISTRATION FEES
Many leagues finance their entire program with registration fees alone. They feel that the parents would rather pay a little extra than be bothered with fund raisers such as: raffle tickets or candy sales.

An example of the fees might be $150.00 for the first child, $125.00 for the second and $120.00 for the third with a maximum cost of $395.00 per family. If you are considering this method of finance, you might compare the fee per player with other youth organizations in your community. If you feel it is in line, you may want to consider this method of finance.

FUNDRAISING
You may choose to lower your registration fee and supplement the income of your league with fundraising projects, or you may choose to finance your entire program with fundraising. This may be entirely possible if, for example, all your playing fields are located in an area with existing concession facilities.
SAY National has teamed up with SweatX to provide the absolute best fundraising opportunity for your league. Check out saysoccer.org/sweatxleagues.aspx for details.

The number of methods for raising money is limited only to your imagination and ambition of the adult volunteers in your community.

SPONSORS
When approaching businesses for potential sponsorship, it might be well to consider that they might have been approached by several groups for the same purpose.

Sponsors should be asked for a specific fee for the year, i.e. $300 - $500. The sponsor should be guaranteed that he would not be approached for additional funds in the same year.

It is a general practice to display the sponsor's name on the uniform to give advertising value to the contribution.

OTHER INCOME SOURCES
Some organizations, persons or groups will simply make contributions to your league in the form of cash for operating expenses, or labor and materials for specific projects. In asking for these contributions, make sure that the person or organization knows why the money is needed and what your organization is contributing to the youth of your community. Remember, personal donations made to SAY will be tax deductible on Federal Income Tax if your organization files with SAY National to be included in our Group Exemption.

PLANNING YOUR BUDGET
You will have no idea of how much you can spend on any particular item unless you have adopted a budget. The Finance or Budget Committee will need some idea of the cost of the various supplies and equipment needed before a meaningful budget can be adopted. The following sample budget is offered to assist you in developing your own budget. The items listed in this outline are typical of those for most SAY Premier budgets. Conditions peculiar to your organization may require some additions or deletions.
# BUDGET OUTLINE

## INCOME
- Registration fee (# of players?) $  
- Sponsors $  
- Fundraising $  
- Other $  
- **Total Income** $  

## ESTIMATED EXPENSES
- Uniforms $  
- Soccer Balls $  
- Nets $  
- Ball Bags $  
- Field Markers $  
- Corner Flags $  
- Goals $  
- Line Marking Materials $  
- Registration to SAY $  
- Referee Training $  
- Coaching Manuals $  
- Rulebooks (extra) $  
- Referee Fees $  
- Printing Registration $  
- Awards $  
- Team Pictures $  
- Top Soil $  
- Grass Seed $  
- P.O. Box Rental $  
- Storage Rental $  
- Postage $  
- Cost/Fundraising $  
- Telephone (soccer hotline) $  
- Website $  
- Registration Software $  
- End of Season Tournament $  
- **Total Expenses** $  

It is a good idea to end the year with a surplus, this allows you to continually invest in your program, i.e. goals, field equipment, etc.
## Estimated Income
Estimated Player Registration – 900

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance – December 31, 2013</td>
<td>$ 606.41</td>
</tr>
<tr>
<td>Estimated Receipts from Registration:</td>
<td>$ 135,000.00</td>
</tr>
<tr>
<td>(Based on Average Cost Per Player of $150.00)</td>
<td></td>
</tr>
<tr>
<td>Total Estimated Receipts After Registration:</td>
<td>$ 135,606.41</td>
</tr>
</tbody>
</table>

## Estimated Expenses 2014

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referee Fees</td>
<td>$ 4,800.00</td>
</tr>
<tr>
<td>Coaches Training – 90 @ 25.00/ea</td>
<td>$ 2,250.00</td>
</tr>
<tr>
<td>Coaching Books – 20 @ 10.00/ea</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>Schedules (printing)</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Registration Notices</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Goalkeeper Shirts (Youth) – 44 @ 20.00/ea</td>
<td>$ 880.00</td>
</tr>
<tr>
<td>Goalkeeper Shirts (Adult) – 46 @ 25.00/ea</td>
<td>$ 1,150.00</td>
</tr>
<tr>
<td>Uniforms – 900 @ 50.00/ea</td>
<td>$ 45,000.00</td>
</tr>
<tr>
<td>SAY Player Fees – 900 @ 15.00/ea</td>
<td>$ 13,500.00</td>
</tr>
<tr>
<td>USSF Player Fees (paid through SAY) – 900 @ 1.00/ea</td>
<td>$ 900.00</td>
</tr>
<tr>
<td>Balls – 90 @ $18.00/ea</td>
<td>$ 1,620.00</td>
</tr>
<tr>
<td>Ball Bags – 90 @ $12.00/ea</td>
<td>$ 1,080.00</td>
</tr>
<tr>
<td>Field Markers</td>
<td>$ 120.00</td>
</tr>
<tr>
<td>Top Soil</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>P.O. Box Rental</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Grass Seed</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Work on Field</td>
<td>$ 400.00</td>
</tr>
<tr>
<td>Paint (Field Marking)</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>Nets – 3 @ 80.00/ea</td>
<td>$ 240.00</td>
</tr>
<tr>
<td>Fertilizer (2 applications)</td>
<td>$ 600.00</td>
</tr>
<tr>
<td>Corner Flags – 5 sets @ 25.00/set</td>
<td>$ 125.00</td>
</tr>
<tr>
<td>Website free through Blue Sombrero</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Registration Software free through Blue Sombrero</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>End of Season Tournament</td>
<td>$ 4,000.00</td>
</tr>
<tr>
<td>Total Estimated Expenses</td>
<td>$ 77,816.00</td>
</tr>
<tr>
<td>Estimated Excess of Income over Expenses</td>
<td>$ 57,790.11</td>
</tr>
</tbody>
</table>
TRYOUT GUIDELINES

1. Players will not be allowed to try out, practice work out or register with a coach, team or club for an upcoming seasonal year, until after the published dates for tryouts, for the upcoming seasonal year. This rule does not preclude a player from practicing or playing with another team as an authorized guest player.

2. SAY Premier clubs cannot conduct open meetings, camps, trainings, games etc of any kind for non club members before the first (1st) day of allowable try outs.

3. According to SAY Premier policy, a player is registered for one full playing season from the moment the player or the player’s representatives executes the registration form and pays the appropriate fees.

4. SAY Premier Programs considers a player is committed to a member club for the period of one season (fall or spring) once the registration fee or the portion of said fee equal to or in excess of fifty dollars ($50.00) is paid to the club.

5. The clubs registration form that is offered to the player or parents for signature must include clear and legible language that informs the signee the seasonal commitment that the player is making to the SAY Premier club.

6. It is recommended that individual players play at local organizations and stay within a radius of 60 miles from their home. However it is understood that in some cases, such as living in rural communities, players may have to travel longer distances to play and join SAY Premier Programs.

7. There will be no restriction on players travelling distances for travel tournaments and league play.
1. **Juggling** for 1 minute & recording the highest successive number of touches:
   - 1 minute - Right Instep Only =
   - 1 minute - Left Instep Only =
   - 1 minute - Right & Left Instep =

   Older Age Group ... Adding Thigh & Head juggles

2. **Figure 8 Dribble** - count the number of cones/flags circled in 1 minute
   - 1 minute - change of direction (2 touches) with inside of the foot =
   - 1 minute - change of direction (2 touches) with sole of the foot =

3. **Triangle Dribble** - count the number of cones/flags circled in 1 minute
   - a. From back cone/flag - speed dribble to front cone
   - b. Change of direction (2 touches) with Right-inside of the foot
   - c. Change of direction (2 touches) with Left-inside of the foot
   - d. Speed dribble toward back cone & perform a pull-back to repeat the sequence

   a. From back cone/flag - speed dribble to front cone
   - b. Change direction (2 touches) with Right-sole of the foot
   - c. Change direction (2 touches) with Left-sole of the foot
   - d. Speed dribble toward back cone & perform a pull-back to repeat the sequence

4. **One vs. One** games for 1 minute ... record the number of goals scored
   Mini-goals 10 yards apart -- No boundaries & Players can score from either side

5. **Four vs. Four** games for 2-4 minutes ... record the number of goals scored
   Mini or Regulation-goals 40 yards apart -- Goal & Sidelines – with

6. **Eight vs. Eight** games for 30 minutes or **Eleven vs. Eleven** games for 30 minutes
   Play using full size field, normal game rules are applied.
IMPORTANT FORMS

MEDICAL EMERGENCY FORMS
These forms are a necessary part of registration and the best time to ensure that they are completed by the parents is at registration time. This can be given as a separate form or included on the main registration form.

CONSENT FOR EMERGENCY MEDICAL TREATMENT

We, the Parents of __________________________________________, give permission for emergency medical treatment of our child for illness or accident if we cannot first be contacted.

Emergency Phone: Parent or Guardian Name_________________________ Phone_________________________

Emergency contact other than parent: Name_________________________ Phone_________________________

Relationship________________________ Does your child have any allergies or require any special Medication?  

No □ Yes □ Explain______________________________________________________________________________

Parent/Guardian’s Signature __________________________ Date__________________________

HOLD HARMLESS STATEMENT

Whether you use the sample form in the Administrator’s Handbook OR you create your own form to meet your specific needs, the following language MUST appear on your individual registration form for a parent/guardian signature:

WE HEREBY AGREE THAT THE SOCCER ASSOCIATION FOR YOUTH (SAY) ITS MEMBERS, COACHES OR OFFICERS SHALL NOT BE LIABLE FOR ANY INJURY OR LOSS IN WHICH MY CHILD MAY SUSTAIN WHILE PARTICIPATING IN ACTIVITIES OF ANY KIND WHETHER SPONSORED BY OR UNDER THE SUPERVISION OF SAY AND WE AGREE TO IDEMNIFY AND TO HOLD HARMLESS SAY, IT’S MEMBERS, COACHES AND OFFICERS OR DESIGNATES OF ANY KIND FROM ANY CLAIM WHATSOEVER.

PARENT OR GUARDIAN SIGNATURE __________________________ Date________________________

This statement CANNOT be altered to include your SAY Premier, SAY Organization, City, etc. If you need an additional statement that includes any other entity, then simply add another statement beneath this statement on your player registration form, electronic registration form, etc.

Our insurance carrier dictates this.
# SAMPLE REGISTRATION FORM

<table>
<thead>
<tr>
<th>M / F (circle)</th>
<th>Sex</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Sex</th>
</tr>
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<td></td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Zip</th>
<th>Phone</th>
<th>Date of Birth</th>
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<table>
<thead>
<tr>
<th>Mother’s Name</th>
<th>Father’s Name</th>
<th>(or)</th>
<th>Legal Guardian’s Name</th>
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<td></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>School Attending</th>
<th>Grade</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Youth</th>
<th>YM (10-12)</th>
<th>YL (14-16)</th>
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<tbody>
<tr>
<td>YS (6-8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>AS</td>
<td>AM</td>
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<th>YL (14-16)</th>
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<tr>
<td>YS (6-8)</td>
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<td></td>
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<tr>
<td>Adult</td>
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## PARENTS – Please sign up for one of the following:

- Boys Head Coach
- Boys Asst. Coach
- Girls Head Coach
- Girls Asst. Coach
- Team Parent
- Concessions
- Referee
- Sponsor

<table>
<thead>
<tr>
<th>Wants to play with brother/sister</th>
<th>□ New Player</th>
<th>□ Experienced Player</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name ____________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Played __________________</td>
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</tr>
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</table>

## CONSENT FOR EMERGENCY MEDICAL TREATMENT

We, the Parents of ____________________________, give permission for emergency medical treatment of our child for illness or accident, if we cannot first be contacted.

Emergency Phone: Parent/Guardian Name_________________________Phone__________________

Emergency contact other than parent: Name_______________________Phone___________________

Relationship___________________Does your child have any allergies or require any special Medication? No □ Yes □ Explain__________________________________________________________________

We hereby agree that the Soccer Association for Youth (SAY), its members, coaches and officers shall not be liable for any injury or loss that my child may sustain while participating in activities of any kind, whether sponsored by or under the supervision of SAY and we agree to indemnify and hold harmless SAY, its members, coaches, officers and designates of any claim whatsoever.

_____________________________ ______________________________
Parent/Guardian’s Signature     Date

## DO NOT WRITE IN BOX – SOCCER ORGANIZATION USE ONLY

<table>
<thead>
<tr>
<th>Playing Age (as of July 31)</th>
<th>Division</th>
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<tbody>
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Fee Paid $___________ □ Cash □ Check #_________ Rec’d. By_____________ Date_____________

Team Assigned_________________________________ Coach_________________________________
CONSENT TO PUBLISH PHOTOS

I HEREBY GRANT ________________________________ SAY PREMIER NAME

permission to publish photos of the SAY Soccer season, which may include pictures of my child _____________________________. I understand that if names are listed, it will be my child’s first name only, in an attempt to comply with the National Child Protection Act. Further, I understand that every attempt will be made to prevent unauthorized access to online information and hold SAY Soccer harmless for the accidental dissemination of information.

________________________________________
Parent or Legal Guardian Signature Date

REFUSAL TO GRANT CONSENT

I HEREBY REFUSE TO GRANT ________________________________ SAY PREMIER NAME

permission to publish photos that include my child _____________________________.

________________________________________
Parent or Legal Guardian Signature Date
PLANNING THE YEAR

The successful operation of your program will require the attention of your league administrators, to some degree, twelve months out of the year. The suggestions for a month-to-month work schedule is outlined below but may need some adjustments for your league.

However you do it, plan ahead and set realistic goals. This will give you and your fellow Board Members a sense of direction and the opportunity to achieve these goals.

First Month
♦ Appoint all non-elected Board members
♦ Appoint discipline, protest and finance committees
♦ Set dates for future meetings
♦ Appoint Director of Referees
♦ Secure Board list of all Board members including SAY Premier officers
   – As soon as completed, send to the National Office

Second Month
♦ Issue list of Board Members’ names, email addresses and telephone numbers
♦ Distribute copies of constitution and by-laws to new Board Members
♦ Contact coaches from previous years and complete coaches background check
♦ Begin to prepare coaches list for current year
♦ Discuss clinic plans for coaches

Third Month
♦ Projections on estimated registration
♦ Determine number of new fields needed
♦ Prepare estimated budget for current year
♦ Set tryout dates and locations
♦ Discuss playing and organizational rules and changes
♦ Discuss procedure for additional players

Fourth Month
♦ Present budget for approval
♦ Print registration forms and notice of registration
♦ Distribute registration notices to schools and local newspapers
♦ Conduct registration
♦ Conduct clinics to train referees
Fifth Month
♦ Conduct final registration if needed
♦ Establish a number of teams in each division
♦ Order all uniforms and association equipment
♦ Make arrangements for team pictures
♦ Begin plans for SAY Premier Tournament

Sixth Month
♦ Continue to recruit coaches and referees
♦ Prepare draw rosters and assign coaches to teams
♦ Conduct the player draw
♦ Begin preparation for fields
♦ Hold clinics to train coaches
♦ Order team registration packets

Seventh Month
♦ Coaches contact teams and select names for teams
♦ Begin to prepare practice and playing schedules
♦ Distribute team registration packets
♦ Announce deadline for return of rosters
♦ Check rosters for proper age distribution

Eighth Month
♦ Practice and playing schedules completed and printed
♦ Practice begins
♦ Distribute uniforms, team packets, balls, playing schedules, picture schedules and coaching guidelines
♦ Fields ready for play
♦ Assign referees to games

Ninth Month
♦ Season begins
♦ Publish team standings and scores
♦ Team Pictures
♦ Collect, verify and sign team rosters – submit to SAY National Office with Report Form electronically
♦ Order SAY Premier Tournament trophies – Finalize plans for SAY Premier Tournament

Tenth Month
♦ Distribute team pictures
♦ Regular season ends – post-season tournaments begin
♦ Pre-tournament meeting for coaches
♦ Distribute League Championship patches and other awards
♦ Collect, inventory and store equipment
♦ Appoint nominating committee for electing officers

**Eleventh Month**
♦ Last regular meeting of the year
♦ Send letters of appreciation to all sponsors and patrons
♦ Honor the workers
♦ Treasurer’s year-end statement
♦ Election of new officers

**Twelfth Month**
♦ New/Old officers get-together
♦ Take a well-earned break!
SCHEDULING OF GAMES

The number of games each team will play will be determined by the number of fields available and the number of weeks that can be allocated to soccer games. If there is an SAY Premier Tournament planned, league play must be completed in time for tournament play.

To assist in making out the league schedules, the following keys are offered and should make an otherwise difficult job relatively easy.

### GAME SCHEDULE KEYS

#### TEAMS PLAYING 8 GAMES EACH – 4 AS HOME TEAM, 4 AS VISITING TEAM

<table>
<thead>
<tr>
<th>Round 1</th>
<th>Round 2</th>
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#### 6 Team League (8 games each – 4 as Home Team, 4 as Visiting Team)

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#### 7 Team League (8 games each – 4 as Home Team, 4 as Visiting Team)

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#### 8 Team League (8 games each – 4 as Home Team, 4 as Visiting Team)

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#### 9 Team League (8 games each – 4 as Home Team, 4 as Visiting Team)

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NOTE: It is recommended that leagues not be formed with more than nine teams when playing an 8 game schedule.
GAME SCHEDULE KEYS

TEAMS PLAYING 10 GAMES EACH – 5 AS HOME TEAM, 5 AS VISITING TEAM

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**5 Team League (10 games each – 5 as Home Team, 5 as Visiting Team)**

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**6 Team League (10 games each – 5 as Home Team, 5 as Visiting Team)**

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**10 Team League (10 games each – 5 as Home Team, 5 as Visiting Team)**

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**11 Team League (10 games each – 5 as Home Team, 5 as Visiting Team)**

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**NOTE:** It is recommended that leagues not be formed with more than 11 teams when playing a 10 game schedule.
In larger programs you might try two leagues with crossover games for 10, 14 and 18 team divisions. This type of scheduling eliminates byes and makes for more exciting competition.

Example: 10 teams are formed into two leagues of 5 teams and are scheduled normally, except the bye games in each round become a league crossover game.

(10 game schedule, first 3 rounds)

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<th>Round 1</th>
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*In the first 5 rounds, League 1 is the home team. In the second 5 rounds, League 2 is the home team.

What make this type of format interesting is the points for the bye games count in the league standings. So you have the same effect as the pros do who have inter-division play.

Though this system works easiest with leagues with odd numbers (5,7,9), it can be worked with even leagues (6,8). What you have to do is cross 2 teams from each league each round.

(6-team league)

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If you use a league schedule form, which is included at the end of this section, you will find it very easy to set up leagues so all the necessary information is given to everyone concerned. Also included is a Field Scheduling Form, which can be used at the same time. As you set the games for each league you write in the teams (1-2), the date, time and field number in the first square of the League Schedule. At the same time you schedule that game on the field schedule (i.e. Boys Passers (U8) 1-1) in the first space under the field number. The date and time are in the left columns because they apply to more than one game.
Do not write in the coach’s name on the schedule until you have it completed. Then place them in a hat and draw them out one at a time, recording the coaches’ names in or (1, 2, 3).

A couple of tips:

♦ Use a pencil with a large eraser. Schedules will change, you will make misjudgments and you only want to redo that portion that must be changes.

♦ Have someone else check your work before you make copies and distribute.

Once the schedules are checked and complete, make copies to give to each coach, league administrator, and referee scheduler involved. Make copies of the field schedule for league administrators, field maintenance and referee schedulers in particular. Coaches do not need copies of the field schedule.

Remember to allow flexibility in your schedule to move games that have to be cancelled, most often due to rain.

If your fields are on a tight schedule, it’s a good idea to limit the authority to reschedule games to a very few people. If you leave it up to the coaches you will have chaos.
AWARDS

You may choose to award trophies in addition, we suggest Rixstine Recognition (www.rixstine.com), a SAY National Partner who provides special pricing exclusive to SAY members. Toddler (U4) and Pre-school (U6) teams are not included, as they do not keep score. Participation certificates or medals are more appropriate for this age division. SAY discourages excessive use of awards, particularly in the younger age divisions, as this should be primarily a fun learning experience.

SAY strongly recommends that individual awards be presented on a very limited basis, if at all. Awards for most goals scored, assists, etc. may be acceptable because they are based on statistical fact, but those which are a matter of opinion, such as most valuable player or most improved player are best avoided. As a general rule, these are based on personal opinion and make one player happy, but result in the disappointment of several others.
USE OF THE SAY LOGO

These regulations apply to the use of the SAY emblem itself and the words “SAY SOCCER” and “SOCCER ASSOCIATION FOR YOUTH”. SAY Premier administrators are encouraged to use the SAY logo, especially on uniforms and jackets, to identify their organizations and to publicize their programs. They should also use the emblem and name on stationery, schedules and other official documents.

The SAY emblem and the words may not be used in any of the following fundraising activities without the approval of the SAY National Board of Directors:

5. Raffle Tickets
6. Endorsement of Equipment
7. Incorporation of the logo into a larger design depicting geographic region, district or commercial enterprise.
8. Arrangement for the manufacturer of objects, trophies, patches, pins or other objects bearing the SAY logo.

Anyone requesting permission to use the logo in a fundraising activity must provide full details of the endeavor to the SAY National Office. The Chief Executive Officer will grant approval if guidelines imposed by the SAY Board of Directors are satisfied.

SAY REGULATIONS FOR USE OF LOGO ON UNIFORMS

All teams registered in the SAY Premier program are encouraged to display the SAY logo on uniforms. The preferred location is shown in the diagram below.

Preferred Placement
Left breast

Alternative Placement
Right breast
Upper right or left sleeve
Right or left leg of shorts

The logo may be one color silk screened, full color iron-on, full color twill or full color embroidered. If you need an electronic copy of the logo for your uniforms please visit our website or contact the SAY National Office at 800-233-7291. Our preferred Uniform Provider, Eurosport has our logo on hand for easy of ordering. Feel free to visit, soccer.com/SAY for discounts, packages and further details.
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PUBLICITY GUIDELINES

“We can't get any publicity!” That's a common cry heard in many civic groups, clubs and sports organizations. In most cases it is the result of everybody complaining, but no one doing anything about it.

This section has been designed as a guide to assist you in your approach to the news media…newspaper, radio and television stations. Any SAY Premier Soccer organization can benefit from giving serious thought and consideration to their “publicity problem.”

WHAT SHOULD YOU ANNOUNCE?
Among the items for publicity each year should be the names of the new officers and directors of your league, times and places of meetings and elections, notice of registration of players, opening day, team standings, tournament news and results, articles of special interest and don’t forget to thank the sponsors at the end of the season.

THE DIRECTOR OF PUBLICITY
The main concern of the Publicity Director is to promote your SAY Premier Soccer program in its best image in order to encourage community interest. This interest is essential to gaining the support needed to carry out your program.

For this reason, the Publicity Director is every bit as important to your organization as your officers and other league officials. This appointment cannot be made with little or no thought since he/she is your league spokesperson, your representative to the news media. It goes without saying that the Publicity Director should be a person who is friendly and easy-going. The personality of your Publicity Director can build a favorable relationship with the new media.

CAREFULLY SELECT YOUR SPOKESPERSON!
It can make a big difference. Then have him/her study the following suggestions and news article outline.
PUBLIC RELATIONS WORKING OUTLINE

GOAL
- Educating and engaging the media and the community
- Creating, servicing and maintaining relationships that develop and understanding and appreciation for SAY Premier Soccer
- Generating positive publicity, community enthusiasm and involvement
- Build confidence in SAY Premier Soccer’s integrity and mission

TIPS BEFORE YOU START
- Timing
  - Choosing the wrong date for your event can kill your hopes for publicity. Whenever possible, schedule your event so that it does not conflict with any other newsworthy events. Choose a date when you will not have to compete with other events, happenings or announcements for media attention. Avoid local elections; major sporting events or other events that you know generate major coverage of the sports or tempo pages.
  - Journalists are usually overworked and underpaid. Soccer—as an activity or sport—is almost always covered by a journalist who is also responsible for other sports. The reporter therefore may know nothing at all. You MUST gently educate this journalist without taking up too much of his time
  - Give good facts and stories in an easy to scan format.
  - Don’t ever give a busy journalist fluff. You may have only one opportunity with them. Deliver your best message and possibly your credibility.
  - Don’t criticize a journalist. They may have space and time considerations you don’t know about. Try to deliver your information in a better format so there is a happier result.
  - Even in big cities, the pool of journalist covering soccer will always be small. Create good relationships with these people because you’ll need them over and over again.
  - The contacts and friendships you make as you embark on a PR campaign are invaluable and should stay with you throughout your career. Repay favors and always remember to say thank you to both your sources and journalists.

FIRST STEPS
- Create a Target Media List—look at all the available media outlets for your event or for stories about your participants, volunteer, coaches, etc. Be sure that you pick those that have the most impact so that your time is effective.
- Consider social media outlets, as most will provide a large impact for little to no cost
- Create a chart for yourself with each media outlet, contact person, phone, email, fax and how best to communicate with them.
  - Local Newspaper-
    - Daily and weekly--
    - Sports section, editors and writers
    - Weekend sections
    - Community sections
    - Special inserts
    - Lifestyle sections
    - Calendar listings
    - What’s happening sections
Local magazines
Local journals, newsletters, school papers, church bulletins or community papers
Local radio
  - Radio features a wide variety of interview and discussion programs. Find those programs that fit the sports/soccer market or youth market
Local television
  - Local network
  - Cable stations
Social Media – check out programs such as Hootsuite that allow you to distribute your message through multiple channels simultaneously.
  - Facebook
  - Twitter
  - Tumblr

TOOLS
- Press Release—it’s the primary source. It provides in short and simple format, the who, what, why, when, where, and how of your event, idea, feature. (See sample)
  - Fact sheet (see sample)
  - Pictures
  - Photo-opportunity

PHONE CONTACTS
- Making phone contacts and follow-ups are a major component of any PR campaign, and an integral part of establishing positive media relations. It is also one of the most intimidating, or fun part depending on your personality
- Remember to phone your media outlets to determine specifically those individuals with whom you should be dealing. Follow the attachment and keep it up to date.
- Introduce yourself as the primary contact with SAY Premier Soccer in your area
- Follow up any press release with a phone call to confirm that your contact did indeed receive it. Ensure your contacts that they can now expect future press releases from you and that you will keep them informed of all information related to SAY Premier Soccer. A good way to leave things is by saying, "I hope you can use this information" and "I'll keep you informed."
- All the selling in the world will not convince your media contacts to use your story if they do not feel it to be newsworthy or in line with their format. Listen carefully to what they say and try to get them information they will find useful and interesting
- When dealing with television, you should deal primarily with the news assignment editors.

YOU
- Successful public relations are a lot of fun. It is a process that uses established formulas and accepted criteria. At the same time, those who are most successful are those willing to educate and innovate. There is no price for your personal enthusiasm and creativity. There are a lot of great secrets out there about the SAY Premier Soccer and so many people who want to hear about them. Good luck!
FACT SHEET

WHAT
- The 92nd Thanksgiving Day Race presented by Kroger Brands: The oldest race in the Midwest and the third oldest race in the country

WHEN
- Thanksgiving Day Morning, Thursday, November 22, 2001 - 9am

WHERE
- Race headquarters at Paul Brown Stadium. Race start and finish on Second Street. The race course travels through downtown Cincinnati, crosses over the Taylor-Southgate Bridge into Newport, then into Covington, and finally crosses over the Clay Wade Bailey Bridge back into Cincinnati for the finish. For a complete detailed map see www.thanksgivingdayrace.com.

WHO
- 7000 runners and walkers from across the Tristate including last year's winners John Sence and Jill Tranter.

HOW
- Registration online at www.thanksgivingdayrace.com. Free training schedules, nutritional advice and more
- Mail-in application—pick up applications at The Running Spot or any area YMCAs or health clubs or download application from website.
- Register in person at The Running Spot on November 19-21 or race day morning at Paul Brown Stadium.

WHY
- To stay healthy, strong and fit
- To be able to eat more Thanksgiving Day dinner without guilt
- To raise money for The Wellness Community and the Freestore Foodbank
- To share a running tradition with family, friends, and neighbors

OTHER
- First time ever a 10k race in Tristate will have chip timing. Runners and walkers will use a microchip tied to their shoe to record actual time. Results will be instantaneously put online at thanksgivingdayrace.com
- Sponsors include Kroger Brands, Pfizer, Cinergy, Shady Brook Farm, WKRC, 700 WLW, The Running Spot, Jeff Wyler, Sparkpeople.com, KISS and ProScan Imaging.
GIVE THANKS BY RUNNING/WALKING THE THANKSGIVING DAY RACE
Every Registered Team of Four
Will Feed a Family of Four on the Holiday

Cincinnati…The Thanksgiving Day Race has a special team competition this year called 4 for 4. Any group of four friends, neighbors, or business associates who register together for the Thanksgiving Day Race will automatically help feed a delicious Thanksgiving Day Dinner to a family of four (or more) just by completing the 10k run or walk.

“We wanted to do something special this year to celebrate the tradition,” said race director, Julie Isphording. “This way everyone knows that there are not just running or walking for their own health, but also giving back to others on this special holiday.”

You can register your team for a $200 team contribution that provides race day entry, long-sleeve t-shirt and a Thanksgiving Day dinner for a needy family through the Free Store Food Bank. This is open to all runners and walkers online at thanksgivingdayrace.com or at The Running Spot November 19-21, or on race day at Paul Brown Stadium. A special “Thank You” board of team members will be displayed at the race.

The 10K (6.2 mile) event starting at 9 am, at Paul Brown Stadium, will cover Downtown Cincinnati, cross the Taylor-Southgate Bridge into Newport, tour through Covington, and over the Clay Wade Bailey to finish on 2nd Street at Paul Brown Stadium. Much of the original course has been maintained (see thanksgivingdayrace.com for map).

The race will be the first 10k in the Tristate to use chip technology timing in which the participants tie a microchip to their shoe to automatically record their actual time. Registration is online at thanksgivingdayrace.com along with training schedules, nutrition advice and much more information. Registration is also by applications at all YMCAs and The Running Spot, or race day at PBS. Proceeds will benefit The Wellness Community, the Freestore Foodbank and many other volunteer organizations. Sponsors include Kroger Brands, Pfizer, Cinergy, Shady Brook Farm, WKRC, 700 WLW, The Running Spot, Jeff Wyler, Sparkpeople.com, KISS and ProScan Imaging.

###
MEDIA LIST INFORMATION SHEET

Name of newspaper/television station/magazine/etc:

Address:

Telephone:

Fax:

Email:

Name of editor/reporter/columnist/interested in soccer:

Publication day (if weekly or suburban):

Deadlines:

How best to communicate:

History of relationship:

The preceding three pages were contributed by Julie Isphording, USA Olympian.
DUE PROCESS

In discussions about wrongful expulsion, the subject of due process is raised. The concept of due process must be applied to all disciplinary actions taken against actions or decisions of someone in the program. The accused person must always have the right to present his/her side of the story to an impartial panel via written documentation. This can become very tedious if applied to every red or yellow card, probation, suspension or expulsion.

A special committee and the full SAY Board of Directors have addressed this subject at great length. The following pages present their decisions on due process procedures, the elements of which must be followed by all SAY Premier Programs.
SUGGESTED TIMING AND ELEMENTS
THAT SHOULD BE INCLUDED IN AN SAY PREMIER
DUE PROCESS PROCEDURE

1. A complaint or appeal must be filed, in writing, within five (5) days of the incident complained of or decision being appealed.

All parties involved should receive copies of all complaints, in writing, to prepare for any future hearings. All parties, upon filing of a complaint, must receive copies of that organization’s procedures and any additional forms or documents relevant to proper appeal.

It is the right of all participants in SAY to access this procedure in a correct and timely fashion. Failure to observe these procedures is unfair and unjust. Safeguarding of these rights and privileges must be paramount to all SAY administrators.

Parties not receiving proper notification or given full access to the procedures MUST be given additional time before any hearing may proceed. Failure to obtain due satisfaction with these requirements is grounds for an automatic appeal to the next appropriate level. It is suggested that all paperwork be sent by Certified or Registered Mail or via email with a requested delivery receipt to insure compliance and proof of delivery.

All Representatives and Officers should have copies of their SAY Premier procedures to pass along to any complainant at any given item.

Only complaints IN WRITING to the National Office will be forwarded to the appropriate SAY Premier in writing for comment. All such items of business will require a response IN WRITING to the National Office assuring that the complaint has been handled in accordance with the Due Process rules. Any NEW complaint not put into motion within 10 working days of their receipt from the National Office will entitle the complainant to proceed to the next level of appeal.

2. A hearing must be held within three (3) days of the filing. The persons serving on the hearing board may be specified by the SAY Premier board. However, provision must be made that only disinterested persons may serve on this board at all hearing or appeal levels. The complainant and other parties of the complainant’s choosing will be allowed to present evidence or argument in writing. The person or persons whose decisions or actions are being complained of or appealed also will be heard via written documentation.

The hearing board will render a decision within two (2) days and notify the parties concerned, in writing.
3. If the complaining party is dissatisfied with the decision, it may be appealed to the SAY Premier level. In addition, situations that the board does not wish to decide may also be submitted at the SAY National level.

Situations heard at the SAY Premier level must have a second level to which an appeal may be made. Decisions of this review board regarding appeals could be the final hearing.

Appeals from hearings at SAY Premier level could then be heard by a second SAY Premier board of completely different membership.

This second board could be the SAY Premier Executive Committee, the full board or a specially designed group of persons.

All appeals must be filed within three (3) days of the decision being appealed. The appeal will be heard within (5) days of its receipt and a decision will be rendered within two (2) days of the hearing, in writing.

4. Cases not covered by a published SAY Premier Code of Ethics and Behavior with specified penalties may be appealed to the National Review Board. A fee of $300.00 will be required, which will be refunded if the appeal is granted.

NOTE: These due process procedures do not affect existing protest procedures involving game incidents, as described in organizational rule #8.
Item 1 Violations of written policies, procedures or Codes of Conduct do not qualify for "due process" consideration.
Due Process Hearing Request, in writing, within 3 days of district response. Copy of original request and district response required.

Written Response (Reference: Item 1)

Receipt
Designated Representative
Accept Reject

Review within 5 days of receipt request.
Affirm Deny

Within two days of judgment advise that objection was upheld and statement of corrective action issued.

SAY National CEO

Time, date and conditions of hearing
Item 1 Violations of written policies, procedures or Codes of Conduct do not qualify for "due process" consideration.
PROCEDURES FOR NATIONAL DUE PROCESS APPEALS

1. The National Review Board will hear appeals of SAY Premier decisions, **except** those concerning decisions that are based on a published Code of Ethics and Behavior, which includes specified penalties for specified behavior. Examples of such codes are included in this section.

2. Prescribed penalties listed in the SAY Premier Code of Ethics and Behavior will be reviewed and approved by the SAY National Office.

3. In cases where an appeal is allowable, the National Review Board may overturn or modify SAY Premier decisions.

4. When an appeal is received, the National CEO of SAY will select 3 to 5 panel members with some suggested alternates to hear the appeal. The National CEO will contact the panel members and alternates, if necessary, until the panel is complete.

5. All initial submissions will be in writing. The panel may call for an in-person hearing if one is judged to be necessary. Many in-person hearings can be accomplished by conference call. If Board travel becomes necessary, the cost will be borne by SAY.

6. The fee for an appeal to the National Review Board will be $300.00, to be refunded only if the appeal is granted.

7. It is inappropriate for any SAY Premier Program in SAY to punish children for any offenses committed by adults. Penalties should be commensurate with the offenses. Penalties for players should be confined to on-the-field and other game related occurrences.

As previously agreed by the Executive Committee, due process procedures submitted by SAY Premier will be evaluated by the National Chief Executive Officer to determine that all features mandated by the National SAY Board are included in some manner.
REQUEST FOR NATIONAL DUE PROCESS

National SAY Office
REQUIRED
1. Typed, concise statement, as to what judgment is being challenged.
2. Copy of written judgment rendered at SAY Premier level(s).
3. Copies of all relevant materials
4. $300 filing fee

Chief Executive Officer
reviews all documents and makes a judgment if appeal qualifies for a national hearing.

To National President for review/action.

Requirements Met
YES
NO

Chief Executive Officer

National Review Panel Selected - SAY Premier and those appealing will be advised. Appeal accepted for review. Review date and location set. Not announced.

APPEAL
PASS
FAIL

Chief Executive Officer will in writing:
1. Advise SAY Premier and those appealing that appeal was supported & the requirements of that support.
2. Refund $300 filing fee

respond, in writing, that appeal was not accepted/granted and listing "basic" position for decision.
The position of coach or leader of any youth group is an important and serious responsibility. All the children look up to the coach and respect his position. His behavior is constantly under observation by them and they will strive to imitate his actions. The coach’s opinion and behavior during the game will carry more weight than anyone else, even parents.

The following CODE OF ETHICS AND BEHAVIOR is offered here to exemplify the ideal SAY Premier coach.

**I WILL:**

**Know the laws of the game and teach them to your players.** Read the rulebook and attend a coaching and/or a referee clinic to enhance your knowledge of the game.

**Abide by the laws of the game and the SAY rules.** Set the example for your players that no one is exempt from the laws of the game.

**Ensure that each practice and game is safe, fair and fun.** Your players should always come first!

**Treat the referee with respect, no matter what the call.** Referees are certified through the United States Soccer Federation. Allow for the fact that they are human and will make mistakes, just as you do.

**Exhibit exemplary conduct at both practices and games.** Team discipline reflects the coach’s attitude 100%.

**Coach clean, skillful, honest and sportsmanlike soccer.** Stress playing hard to win over winning itself. Teach fair play and the “Golden Rule” (do unto other as you would have them do unto you) and apply it to all games and practices.

**Set an example of good sportsmanship.** Require all players and parents to behave in the same manner. The coach is responsible for conduct of the players and parents when they are together as a team.

**Maintain a climate of enjoyment.** Discourage negative remarks and/or harassment of players, referees and other spectators among players and spectators.

**Work at team morale.** Morale is as important as soccer skills and tactics, be a “fun leader.”
Maximize praise and minimize criticisms. Make corrections slowly and calmly in a manner tailored to the individual. Start with a positive and end with a positive. Sandwich the correction in the middle.

Refrain from profanity or vulgar language. Remember that you are helping to mold the character of your players.

Coach talented and non-talented players with equal vigor. Allow players more than their required-minimum playing time.

Minimize coaching from the sidelines during games. Screaming during the game accomplishes nothing. Instead, call the player to you and give instruction or wait until the next substitution time and sub him out for instructions and then put him back into the game.

Pre-plan all practice sessions in detail. Make them interesting, fast-paced and involve all team members as much as possible (minimize standing in lines).

Welcome feedback. No one is perfect! Don’t be afraid to change. Accept new ideas from players and parents alike concerning potential problems and ways to improve.

Refrain from using drug, alcohol and tobacco products at all youth soccer events. Encourage the player’s parents to refrain as well. Do not permit players to participate if they refuse to refrain.

I hereby pledge to follow this Coach’s Code of Ethics.

______________________________________           ______________
SIGNATURE            DATE
SAMPLE CODE OF ETHICS FOR PLAYERS

Players can often be responsible for the well being and smooth functioning of a team. By following the "Code of Ethics for Players," participants are able to be a strong positive influence on the entire season.

I WILL:

Try to develop my skills to the best of my ability and to give my best effort in competition. Personal development is a big part of soccer.

Compete within the rules of soccer. Winning isn’t everything.

Be respectful to coaches, referees, parents and players. Do not create an incident that would be cause for your removal from the game.

Be a positive influence on the team. Recognize that your behavior becomes a model others may choose to emulate. Good sportsmanship and positive support for your teammates, and others, is a necessity for all players.

Follow the team rules established by the coach. If the coach is constantly confronted with discipline problems, practices and games will not be fun for anyone.

Attend every practice and game that I can and will notify my coach if I cannot.

Alert my parents and/or coaches if soccer stops being fun or if I feel that I have not received a fair and equal amount of playing time.

Not allow practices and games to take precedence over school and homework. Soccer is a game. There are many things in life that are more important.

I hereby pledge to follow this Player’s Code of Ethics.

_________________________  ______________
SIGNATURE            DATE

Information compiled from Athletes for a Better World, SAY “Touchline” magazine and Wayne Little League website.
A parent attending their child’s game is, and should only be, a spectator. The referee is there to referee the game; the coach is there to coach the game. A parent is there to watch the game and cheer for their child and the child’s team.

The following **CODE OF ETHICS AND BEHAVIOR** is offered here to exemplify the ideal Parent/Spectator.

**I WILL:**

**Know the game.** Play soccer with your kids at home, even if it’s just for five minutes a day. Take a referee or coaching course. Read about soccer & watch games on TV with your kids.

**Encourage fair play.** Teach your child the “Golden Rule” (do unto others as you would have them do unto you) and apply it to all games and practices.

**Be supportive of all activities.** Bring your child to games and practices on time and ready to play. Have them bring a ball, water, shinguards & cleats.

**Refrain from using drug, alcohol and tobacco products at all youth soccer events.** Request other adults present to refrain from their use as well.

**Communicate any safety concerns.** Inform the coach, officials or administrators of anything you feel is, or may create, a dangerous situation for anyone attending games or practices.

**Be positive or be quiet.** Encouraging words make soccer more fun. Words like “Don’t” and “Can’t” are four-letter words and shouldn’t be yelled in public.

**Be respectful and expect my children to be respectful.** This pertains not just to the coaches and referees, but also to other players and parents. Do not create an incident that would be cause for your removal. Suzie does not understand why Mommy or Daddy has to leave the game; and, frankly, neither do we!

**Promote good nutrition.** Before each game and practice, ensure that your child has had something nutritious to eat, but not so much that they will feel weighed down. Have them pre-hydrate by drinking water before they arrive, as well as during the activities.

**Volunteer to assist the coach or team.** Be a “team player!” If you have soccer skills or knowledge, or are just good working with kids, offer to help at practice. If not, make calls, bring snacks, collect money for events, collect paperwork or do anything else that
needs doing. The coach is busy coaching; don’t make him/her do all the management as well.

**Support the coach’s and referee’s decisions.** They are both doing a difficult job to the best of their abilities. If you have real concerns, speak with the coach in private.

**Communicate with my child.** Recognize your child’s individual performance. Ask, “How did you do?” not “Did you win?” Then listen to their reply. Be honest; don’t use flattery. Be sure to address any concerns they may have. Do not belittle their fears or opinions.

**Give praise freely.** When someone, anyone, is doing a good job at what they’re doing, don’t be afraid to let them know! Whether it’s your child, another child on the team, a child on the opposing team, the coach or, yes, even the referee!

**Remind others, when necessary, of the Parent’s Code of Ethics.** Do so gently, politely and with respect.

---

I hereby pledge to follow this Parent’s Code of Ethics.

____________________________________           ______________
SIGNATURE            DATE

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Information compiled from North Carolina Soccer website, SAY “Touchline” magazine and NYSCA.
MAXIMUM PENALTIES FOR VIOLATING COACHES’ OR PARENTS’ CODE OF ETHICS

The following are examples of violations of the Coaches’ and Parents’ Code of Ethics. These unsporting behaviors will result in specific penalties to be issued by the SAY Premier Review Board.

Every coach is hereby instructed to make all parents’ aware and knowledgeable of the following penalties for breeches of the Parents' Code of Ethics. Please make copies of this page and review them with your parents.

1. Entering the field of play without permission of the referees
   WARNING/CAUTION/EJECTION, 1 GAME SUSPENSION

2. Threatening actions or words towards officials, players or spectators –
   EJECTION/TWO GAME SUSPENSION

3. Abusive language to an official – EJECTION/2ND OFFENSE 2 GAME SUSPENSION

4. Aggressive physical contact with the referee or a player, i.e. grabbing the arm, turning individual around, poking, bumping or pushing – EJECTION WITH TWO GAME SUSPENSION/2ND OFFENSE EJECTION/EXPULSION

5. Striking an official, player or spectator – EJECTION/EXPULSION

6. Refusal to leave the playing field after an ejection – ONE GAME SUSPENSION AND FORFEITURE OF GAME, REGARDLESS OF LENGTH OF GAME PLAYED

7. Constant and excessive verbal harassment of the referee or players – CAUTION/EJECTION/2ND OFFENSE 1 GAME SUSPENSION

8. Instructing players to play in a dangerous or unsporting manner – CAUTION/EJECTION/2ND OFFENSE 5 GAME SUSPENSION

9. Instructing players to play in a dangerous or unsporting manner with deliberate intent to harm – EJECTION WITH 2 GAME SUSPENSION/2ND OFFENSE, EJECTION/EXPULSION

10. Playing an illegal player – GAME FORFEITURE  If it can be proved that the coach deliberately and with full knowledge used an illegal player – SEASON SUSPENSION
Spectators can often be guilty of one or more of the actions described in items 1 through 9 above, but a team may not be punished for the actions of those people who are not formally a part of either team. For all actions calling for a caution as a penalty, the spectator is to be given a verbal warning. Repetition of this action will lead to ejection from the area of the field (out of sight and hearing distance).

Actions calling for a coach or parent suspension or expulsion will result in ejection from the field, with a written report to the SAY Premier Board, who will decide on punishment or legal action against that person.
MAXIMUM PENALTIES FOR VIOLATING PLAYERS’ CODE OF ETHICS

Every coach is hereby instructed to make all players aware and knowledgeable of the following penalties for breeches of the Players’ Code of Ethics. Please make copies of this page and review them with your parents and players.

1. Abusive language to an official, player, coach or spectator –
   EJECTION/1 GAME SUSPENSION

2. Foul language to an official, player or spectator –
   CAUTION or EJECTION/1 GAME SUSPENSION

3. Threatening actions or words towards officials, players or spectators –
   EJECTION/1 GAME SUSPENSION

4. Aggressive physical contact with referee, i.e. grabbing the arm, turning the individual around, poking, bumping –
   EJECTION AND 4 GAME SUSPENSION

5. Aggressive physical contact with players –
   EJECTION/1 GAME SUSPENSION - 2ND OFFENSE/4 GAME SUSPENSION

6. Striking an official –
   EJECTION AND EXPULSION FOR SEASON
IMPORTANT NOTICE TO COACHES

All coaches in our soccer program are required to explain the following to everyone attending their games the following:

   It shall be against the rules of SAY Soccer for a spectator, coach or players to threaten, harass or intimidate soccer officials in any way. This includes before, during or after all games sanctioned by SAY Soccer. Failure to comply with the above rules could mean immediate expulsion from the game and field area, i.e. in sight of or in earshot of the official. Any physical contact with a soccer official could mean legal action by the soccer association.

ADDITIONAL INFORMATION FOR PLAYERS, COACHES AND SPECTATORS

1. All ejections will be reported to the SAY Premier Review Board.
2. Penalties that are assessed that are longer than the remaining season will be carried over to the next season.
3. Penalties that are assessed after a game is completed will be carried over to the next game.

Disciplinary actions may be taken by the SAY Premier Representative or Review Board.

DEFINITIONS

A coach UNDER PROBATION will be placed on suspension for any of the above infractions. In general, the penalties for a coach on probation will be twice that applied under non-probation status as described above.

A coach UNDER SUSPENSION may not attend or participate in any way in any game his/her team plays during suspension.

A coach UNDER EXPULSION is out of the program indefinitely. Reinstatement may be made only after favorable review by the SAY Premier Review Board. An expelled coach may not act in a coaching, managerial or supervisory capacity of any team.

The violation of an expulsion will result in possible game forfeiture and/or elimination of the team from league play and/or necessary legal action against the violator.

All penalties may be appealed by the coach to the SAY Premier Review Board. All decisions reached by the SAY Premier Review Board, using the published Code of Ethics, will be final.
REFEREE

CODE OF ETHICS
Many SAY Premier Programs have prepared a referee’s Code of Ethics, spelling out the many things that a good referee will do and will not do. An example of such a code is included at the end of this section.

SCHEDULING
Your league schedules have been completed. You have a roster of referees with varying degrees of competence and experience. Now you must schedule these referees to officiate the games. Here we will address the various aspects of that very important job.

WHO WILL SCHEDULE?
Depending upon the size of your program, the number of volunteers available and the amount of centralized control you want to maintain over scheduling, there are many possible choices.

1. **Committee** – With a committee arrangement, each person takes one or two age divisions and is allotted an appropriate number of referees to cover the games in these divisions.

Another arrangement that is being used successfully is to assign a referee “crew chief” to each field, and to give that person enough referees on the “crew” to cover the games on that field. Each field, therefore, has its own assignor.

2. **Paid Administrator** – If volunteers are scarce, it may be possible to find someone who will assign referees for a small fee per game. This raises the overall cost for officiating, but possibly could ensure a more conscientious job.

3. **Referee Administrator** – If the program is not too large, the referee administrator may want to do the assigning, because he/she knows the referees better than anyone else.

4. **Computer** – There is the possibility that someone well versed in computer operation could create a referee assignment program or purchase assignment software. This would involve being able to include in the program all the various constraints that limit when a referee can work and what divisions a given referee is qualified for.

5. **Home Team** – An early practice, which still exists in some small programs, is to make the home team responsible for getting referees. In a program of any size, this is bad practice. The coach of the home team may be a poor judge of referees, or may have a good friend do all his/her games, or may pick just anyone without considering qualifications.

6. **“Everybody”** – This term refers to the practice of presenting a complete season’s schedule and letting the referees sign up for whatever games they want. This will result in an unequal distribution of games among the referees.
and can easily result in lesser-qualified referees doing important games. If using this method, you may put a limit on the number of games per week and then once everyone has had a chance to get some games, allow additional games to be added.

Whatever person or persons do the scheduling; it must be well organized and coordinated. There must be a willingness to persevere until all scheduled games are adequately covered, no matter how much effort is required.
PROTESTS

The official procedure is completely described under SAY Premier Organizational Rule 8 found under the publication section of the SAY website (saysoccer.org).

There are certain aspects that are important for the referee to know, so that the proper information will be available to those deciding the protest. In many cases in the past, a satisfactory solution to a protest was not attainable because reliable information about the protested event was not available.

The word “protest” usually applies to a situation during play where a coach believes that a Law of the Game has been applied incorrectly. It can only be used in these special circumstances, not to complain about every call with which the coach disagrees. In order to determine whether this allegation is true, the reviewing authority must know all the facts of the situation obtained from a reliable, objective source…the referee, or more specifically, the entire referee team.

You must give special emphasis in your training of referees about the importance of a protest situation. The word “protest” from a coach must trigger some special procedures. The referee must immediately record all the aspects of the game and the specific situation, such as time of play, score, weather conditions, where the ball was at the time of the incident and enough quick notes to enable the referee to write a complete report about the application of the particular Law that is being disputed. However, the protest may be made after the game, but before the referee has left the field. Notes should be made as soon as the referee knows about the protest.

The reviewing board should be made up of disinterested persons who are known to be fair and knowledgeable about the Laws of the Game. Your referee administrator should be a member of such a board. Protests can be decided in many ways. Here are a couple of examples:

**Protest upheld…fee returned.**
1. Replay the game from the point of protest (this is the usual decision)
2. Forfeit – only if an illegal player has been used
3. Replay entire game – only if field, weather conditions or player eligibility is a primary factor, never for a particular game incident

**Protest rejected.**
1. Protest invalid – fee not returned
2. Frivolous protest – fee not returned
3. Protest technically valid, but frivolous – return part or none of the fee
4. Protest technically valid, but had no effect on the outcome of the game – fee returned
Referee Administrator’s Schedule of Monthly Activities (SAMPLE)

Begins the month immediately after the end of a season

First Month
Straighten out records for the past season

Second Month
Procure USSF training

Third Month
Get a list of all Referees

Fourth Month
Referee Meeting:
- Agree on training
- Identify trainers
- Set training dates
- Set referee fees
- Decide on assessment program and assessors

Fifth Month
1. At SAY Premier Meeting:
   - Report fees
   - Report training plans
   - Review codes of conduct
   - Decide on Coaches’ Rules Training
2. At Trainer’s Meeting, agree on who will teach classes, or sections of classes
3. Referee sign-up for new referees and notify old referees

Sixth Month
At SAY Premier Meeting, review Due Process and Protest Procedures

Seventh Month
1. At SAY Premier Meeting, review game schedule needs (games in pairs)
2. Decide on referee scheduling procedure
3. Train assessors
Eighth Month
1. At SAY Premier Meeting, report on training
2. Begin field training and test of referees
3. Set schedule for referee assignment meetings
4. Have a meeting of all referees:
   ♦ Review rules and problems from last year
   ♦ Review Protest, Due Process and Codes of Conduct
   ♦ Review pay and scheduling
   ♦ Review what to do if a player or coach is red-carded
   ♦ Review game reports, if used
   ♦ Review how to get substitutes, in an emergency
5. Begin scheduling

Ninth Month
1. At SAY Premier Meeting, deal with any problems that have arisen
2. Continue scheduling
3. Assign assessors and begin assessing
4. Help with protests as they arise
5. Pay and Scheduling meetings
6. Get a list of ALL referees working in your SAY Premier
7. SAY Premier Tournament scheduling meetings

Tenth Month
1. SAY Premier Tournament Meeting:
   ♦ Agree on referee pay
   ♦ Protest procedure
   ♦ Agree on shoot-out or tie-breaker situations
2. Continue scheduling and assessing
3. SAY Premier Tournament referee scheduling
4. Notify referees of tournament games

Eleventh Month
1. SAY Premier Tournament
2. Put together list of referees for tournaments

Twelfth Month
At SAY Premier Meeting, review the year
KEEPING RECORDS

You will be able to do a better job if you make it a point to keep good records.

Evaluation of your referees will be much easier if you have written down every instance of a referee being praised or criticized. When the same referee is criticized several times for the same failing, you will know where some additional training is needed.

You also might want to keep an account of players who are red-carded. You might discover some habitual offenders who require some corrective instruction. Something else to look for is a referee who appears to be giving out too many red cards.
BIBLIOGRAPHY

Bedard, Roland – *Refereeing Youth Soccer*, SAY Soccer, 2812 East Kemper Road, Cincinnati, OH 45241, 2011

Ager, David – *The Soccer Referee’s Manual*, Reedswain* & Soccer Learning Systems*

Harris, Paul – *Little Book of Soccer*, Reedswain*

Harris, Paul and Larry – *Fair or Foul?*, Reedswain* & Soccer Learning Systems*

Harris and Klein – *The Referee’s Referee*, Reedswain* & Soccer Learning Systems*

Lover, Stanley – *Soccer Laws Explained*, Soccer Learning Systems*

----------------- – *Soccer and Its Rules*, Reedswain* & Soccer Learning Systems*

Mathurin, Emerson – *In Search of Fair Play*, Reedswain*

Richardson and Wineberg – *The Psychology of Officiating*, Reedswain*

*VENDORS’ ADDRESSES*

Soccer Learning Systems  Reedswain, Inc.
P.O. Box 277 612 Pughtown Road
San Ramon CA 94583  Spring City PA 19475-3310
(800) 762-2376  (800) 331-5191

Other excellent books, listed below, and were not advertised by these vendors may be available at regular bookstores.

Lover, Stanley – *Association Football Match Control*

Sellin, Eric – *The Inner Game of Soccer*

Taylor, Jack – *Soccer Refereeing, A Personal View*
CODE OF ETHICS FOR REFEREES

The ideal referee is one “who notices everything, but is seldom noticed himself.”

You, as a referee, are charged with the following:

♦ Insuring fairness by enforcing the rules and laws of the game
♦ Minimizing the possibility of injury to all involved
♦ Controlling the conduct of the game
♦ Controlling the temperament of the crowd

Therefore, as a good soccer referee you MUST:

1. Have a good understanding of the rules, rule changes and mechanics of officiating.

2. Be on time for the game. Allow enough time for a pre-game conference with your fellow official(s) and to cover all pre-game duties properly.

3. Be proud of your appearance – LOOK and ACT like a referee.

4. Be well equipped with a coin, whistle, watch, red and yellow cards, rulebook, game card and pencil. These are absolute necessities.

5. Be prepared to be physically in the game and mentally alert. Stay on top of the play, but out of the way.

6. Do not smoke on or around the field. As for alcohol and drugs, DON’T!

7. Do no use abusive language or profanity at any time.

8. Address all players by their numbers and coaches by the title “Coach”, “Sir”, “Mrs.”, etc. Never use first names while performing as a referee.

9. Do not socialize with the coaches, players or fans immediately before, during or after the game. Stay with your fellow official(s).

10. Present an air of authority (not superiority). Respect the coaches and players and inform them you expect the same in return. Always be courteous and considerate, but do not sacrifice firmness.

11. Always deal firmly with actions that could result in injury to a player. You will maintain control of the game by good refereeing.
12. Do not place your hands on a player when he/she appears to be highly agitated. Player may misconstrue the action and become aggressive.

13. During and/or after the game, do not make statements to players, coaches or spectators about the game except to clarify a rule interpretation. Never hesitate to explain rules and calls, but only at appropriate times.

14. Maintain your “cool” with an irate coach or player. DO NOT ARGUE! You cannot win.

15. Be professional with fellow officials. DO NOT discuss other officials with coaches. Constructive criticism must be directed in private to the official concerned.

Failure to do any of the above may result in disciplinary action.

I hereby pledge to follow this Referee’s Code of Ethics.

______________________________________           ______________
SIGNATURE            DATE
REFEREE REPORT FOR SEND OFFS
Soccer Association for Youth, USA

Submit a separate report for each person sent off from a game.

Game date ____/____/____ Location _______________________________________

SAY Premier Program ____________________________________________________

Scheduled start time: _________ Actual start time: _________ Age Group: _______

Home team: ________________________ Visitor: _____________________________

Scoring:
1st Q: ________ 2nd Q: ________ 3rd Q: ________ 4th Q: ________ Final: _________

Player’s name: ____________________ Number: _____ Team: __________________

Reason for send off (circle only one)
1. Serious foul play.
2. Violent conduct.
3. Spits at an opponent or any other person.
4. Denied an opponent a goal or obvious goal scoring opportunity by deliberately handling the ball.
5. Denied an obvious goal scoring opportunity to an opponent moving towards the player’s goal.
6. Offensive, insulting or abusive language.
7. Received a second caution in the same match.

Explanation (give full details of the incident): __________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Use additional pages if needed)

Referee name: ____________________ Phone number (        )______________

Asst. #1 name: ____________________ Phone number (        )______________

Asst. #2 name: ____________________ Phone number (        )______________
SAY PREMIER ASSESSMENT

APPEARANCE
The credibility of a referee can be enhanced significantly if he/she "looks" like a referee. This means overall neatness. No crumpled uniform, dirty shoes, unshaven face or cigarettes in the pocket. Your full uniform is best. With younger referees, this is not as important, but at least a referee’s shirt is required and should be tucked in. The pay for younger divisions is not very high and it is not fair to require a complete, expensive uniform at the start.

PRE-GAME
The referees should confer before the game. They should check the field and goals and the players’ equipment and determine if there are any ground rules for the particular field being used.

FITNESS
Some aspects that can help determine fitness include being able to keep up with play, not having to slow down towards the end of the game and the ability to sprint when necessary.

ATTITUDE
A proper attitude towards players and coaches can do much for a referee’s credibility and can make for a much better game. Some of the attributes to look for are:

♦ Firm, but fair
♦ Authoritative, but courteous
♦ Responsible, yet cooperative
♦ Approachable, but not permissive
♦ Tolerant and supportive of fellow officials
♦ Does not fraternize excessively with players or coaches

POSITIONING AND MECHANICS
Look for proper positioning on goal kicks, corner kicks, throw-ins, penalty kicks and free kicks near a goal. Does the referee stay generally close to play, but not too close? Is positioning adjusted quickly enough with changes in play? Is the referee, when in the lead, in a position to correctly view offside? Look for indications of cooperation between the officials.

GAME CONTROL
This is a function of an official's knowledge of the laws, correct interpretation of their letter and spirit and the courage to apply them and take stern action when necessary.

The things to watch for are as follows:

♦ Commanding respect and having authority
♦ Not stopping the game for trifling offenses
♦ Giving clear, firm and prompt decisions
♦ Not permitting constant dissent, but ignoring a quick flare-up
♦ Controlling the actions of players by applying disciplinary measures
♦ Using correct procedures when cautioning or ejecting players
♦ Catching off-the-ball infractions
**Signals**
A good referee will make sure that the whistle is heard, and will vary the sound to indicate the degree of his/her displeasure. Hand signals should always be used so that all will know the nature of the infraction.

**Impartiality**
It is well understood that any referee begins a game with an attitude of total impartiality. But there are some who will react negatively to harassment from players and/or fans of one of teams, and calls will begin to go heavily against that team. Such a reaction is totally unacceptable.

Another indication of loss of impartiality is when the referee’s calls are constantly late and consistently in agreement with the noisy crowd or players.

**Accuracy of Decisions**
You can’t always second-guess the referee on foul calls because you are viewing the action from further away and at a different angle. But there are many situations that will tell you whether the referee is correctly identifying the infraction and applying the appropriate penalty. Does the referee:
- Know the difference between accidental and intentional handballs?
- Know the difference between a player jumping into an opponent and that opponent backing under a player who is jumping to head the ball?
- Make the right call when an obstructing player is contacted in the back?
- Know the difference between a clean slide tackle and an attempt to trip?
- Issue cautions for serious fouls for unsporting behavior?

**Use of Advantage**
The advantage clause provides that any foul where the ball is controlled by the offended team need not be called, so that the momentum of the game can be maintained and the team committing the foul does not gain an advantage because of their unfair actions.

Some characteristics of the referee’s performance to look for are:
- Consistency – Gives the advantage for similar infractions by players of both teams throughout the game
- After allowing a hard-foul advantage, notifies the guilty player
- In a close, hotly-contested game, uses advantage sparingly
- Allows advantages when there is no physical contact
## REFEREE ASSESSMENT FORM

Name of Official_____________________________________ Game Date __________

Site_____________________________ Level __________ Boys or Girls_________

<table>
<thead>
<tr>
<th>Needs</th>
<th>Superior</th>
<th>Good</th>
<th>Acceptable</th>
<th>Improvement</th>
<th>Poor</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>1. Dress &amp; Appearance</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>____</td>
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<tr>
<td>2. Pre-game organization</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>____</td>
</tr>
<tr>
<td>3. Knowledge of the rules, proper interpretation &amp; application</td>
<td>15</td>
<td>13</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>____</td>
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<td>4. Positioning &amp; mechanics</td>
<td>15</td>
<td>13</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>____</td>
</tr>
<tr>
<td>5. Game control; attitude toward players, coaches, spectators and other officials</td>
<td>15</td>
<td>13</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>____</td>
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<tr>
<td>6. Accuracy of decisions</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>____</td>
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<tr>
<td>7. Use of advantage</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
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<tr>
<td>8. Clarity of calls; use of signals</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
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<td>9. Consistency of calls and decisions made</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
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**TOTAL SCORE** ____

For any referee the game was:  difficult  average  easy

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<th>Good</th>
<th>Acceptable</th>
<th>Needs Improvement</th>
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</table>

Signature of Assessor____________________________________________________
REFEREE ASSESSMENT FORM (SIDE 2)

FACTORS, WHICH CONTRIBUTED POSITIVELY TO THE RATING:


FACTORS, WHICH WERE DETRIMENTAL TO THE RATING:


NEEDING IMPROVEMENT – RECOMMENDED ACTION:
REFEREE OBSERVATION

Many important aspects of a referee’s performance can be accurately evaluated by someone who knows little or nothing about the rules of soccer. That may sound impossible, but the following paragraphs will explain how this can be done by anyone who takes the trouble (and has the discipline) to watch the referee instead of the players during a game.

Conformance with these easily evaluated characteristics does not guarantee excellent officiating, but it does show that the referee has absorbed many aspects of his/her training and is attempting to be a good referee.

APPEARANCE
The appearance of the referee can have an immediate and lasting effect on his/her credibility.

The referee should be clean and neat and wearing an approved uniform.

The referee should have all the required tools, a whistle, coin, watch, red and yellow cards, something to write with and something to write on.

If bad weather requires additional layers of clothing, these should be under the referee shirt. However, a black jacket is acceptable.

PRE-GAME
The referee should be on site about 15 minutes before game time, a little less if games are scheduled closely together. All referees, preferably together, should check the condition of the field and inspect the nets to assure that they are properly attached. If the goals are portable, correct placement should be checked. The referees should confer before the match begins.

DEMEANOR
In his/her contacts with coaches, players and fans, a referee should be uniformly friendly to all. There should be no indication that one team is favored. For example, spending half time with one team is a very bad practice.

A referee should indicate confidence, but not arrogance or disdain toward anyone, even after a serious foul.

Watch for signs of complete attentiveness to the match.

With very young players, some calls should be explained, to some extent, but not so as to delay the game appreciably.
MECHANICS
This term refers to how the referee moves about the field as the game proceeds, to be in the best position to observe each situation. It also refers to how the referee performs his/her duties as a game official. For further information about proper positioning, you should refer to “Refereeing Youth Soccer,” pages 4 through 8, which describes all systems of game control.

The referee’s whistle should be clearly audible. Hand signals should be used on every call so that all will know what has been called and the direction of play.

The officials should make frequent eye contact with one another.

Officials should be keeping a written record of the game.

REPORT
Dissent with calls or abuse of referees by coaches or fans should be described on the report form.

This form should be submitted to the referee administrator. It is recommended that the observer not discuss the report with the referee observed.
HOSTING A SAY PREMIER TOURNAMENT
THE TOURNAMENT COMMITTEE

At a minimum, there should be someone in charge of each of the following functions. Depending on the size of the tournament, each of these may need assistants.

1. The **Tournament Director** will be the Chairperson of your Committee. You will want someone who has demonstrated administrative talents, is knowledgeable about soccer, can make decisions quickly and will be accessible. This latter is very important. The person in charge must be available to make decisions quickly when problems arise. If your chairperson spends a lot of time out of town or otherwise unavailable, frustrations will arise within the committee.

   In order that he/she is free to exercise general supervision, the Tournament Director should not take on any other specific duties.

2. The **Field Manager** will be charged with choosing the fields to be used, preparing them for play and maintaining them from game to game, when necessary. The Field Manager will also be responsible for the site in general, including a headquarters, restrooms, trash disposal, first aid and maintaining tournament status on a public ladder board. If any of the chosen fields are subject to being flooded, alternate fields should be arranged for, in advance, on an as-needed basis.

3. The **Treasurer**, as with the Tournament Director, should be easily accessible so that bills can be presented and paid in a timely manner. It will be the Treasurer's responsibility to draw up the budget, which must then be approved by the full committee. The Treasurer will open a special checking account for the tournament and will issue a financial statement to committee members after the tournament.

4. The **Buyer** will be responsible for purchasing supplies and awards. A further responsibility will be to arrange for the sale of souvenirs and concession items, among other things, at the tournament site.

5. The person in charge of **Public Relations** will be responsible for contacts with local news agencies, having a photographer at the fields and sponsor recognition.

6. The **Chief Referee** will be responsible for securing referees for all the games and will arrange for the amount and method of payment, if the referees are being paid. Another responsibility may be assessment of referees during early games so that the best referees can be chosen for the championship games. In all cases, referees should have no connection with either team in the game. Reserve referees should be on-site at all times to allow for no-shows, injury or illness of a scheduled referee. It is a good idea to provide free refreshments for referees.

7. The **Scheduler** will prepare all game schedules and a written draft of the rules of competition, which, once approved, will be given to all coaches. The Scheduler will
preside over the pre-tournament coaches meeting and will prepare and distribute the tournament information packets.

Some aspects of scheduling that should be considered are:

- If all the teams are local or are being housed locally, distribute game times so that each team will draw early and late games.

- If some teams must drive an appreciable distance to come to the tournament site, they should not be scheduled for the first or last games of the day.

- If several sites are being used and field sizes permit, teams should play at all sites.

- If teams are playing two games on the same day, times between games should be as equal as possible for all teams. No teams should be required to play consecutive games.

- Teams who meet each other during the regular season should be placed as far from each other as possible in the brackets.

- Unless you know the teams very well, don’t try to seed them in the brackets.

8. The Registrar will process all team applications and will be responsible for determining the eligibility of team and players. The easiest way to do this is to have the team’s SAYArea or District certify that the team has been legally formed. If a player’s eligibility should be challenged during the tournament, time constraints can make it very difficult to process the challenge before that team plays another game. Some SAYAreas have eligibility rules that do not exist in other SAYAreas. For example, some SAYAreas may permit a player to participate on USYSA teams at the same time as they play on SAY teams and some do not. You have to accept any recreational team that has been formed in accordance with its own SAYAreas rules.

If a tournament will include teams from many SAYAreas, it is a good idea to run the tournament strictly according to the organizational and playing rules as presented in the SAY Rulebook and to inform all teams of that fact before the tournament.
THINGS TO BE PREPARED FOR…

COLOR CONFLICTS
It is almost inevitable that you will have games scheduled where both teams are wearing the same, or nearly the same, colored jerseys. Experienced coaches will have a separate set of jerseys or pinnies of a different color, but many will not.

LOST AND FOUND
You should be prepared to handle lost and found items at your tournament headquarters. This should be publicized in your team information kits and a "Lost and Found" sign at headquarters would also help.

PROTESTS
You should be prepared to process game protests immediately, as they occur. Because tournament schedules are so crowded, you can’t afford to let the game proceed, decide the protest later and then perhaps replay part or all of the game later.

INJURIES
It is always prudent to be prepared for injuries. If possible, have an ambulance with paramedics at the site during the entire tournament. Next best is to provide communications with local emergency squads, so they can respond quickly, if needed. If not, know where the nearest hospital is and be prepared to take injured players there.

Perhaps you can persuade one or more doctors to be present or a sports medicine clinic’s staff. As SAY volunteers, they would be covered by SAY’s liability insurance. It may also help to offer them free advertising around the field, or in your tournament brochure, if applicable. Parents of players should be asked to sign medical release forms (see page 43) if neither of them is going to be present at their child’s games.

TELEPHONES
Have telephones available for people to call out and have a publicized headquarters telephone number for people to call in.

FIELD IDENTIFICATION
Each field should be identified, by number and/or letter and should be plainly marked. One good way is to paint the numbers or letters on each goalpost or attach signs on the sides of the nets.

FIELD SUPERVISOR
You will want to have a Field Supervisor at each field. He/she will keep track of players’ playing time, will summon a Protest Committee if needed and will assist coaches in getting answers to questions about the tournament. The Supervisor should have a copy of the game schedule for his/her field, the rules and the names of the referees assigned to each game. If possible, each Supervisor should have access to a “walkie-talkie” radio or a cell phone.
AWARDS
It is best to give out team awards shortly after each championship game. Teams who have to travel a considerable distance may want to get as early a start as possible.

Have the correct number of trophies set out and ready by checking the rosters of the winning teams.

There should be a place prepared for the taking of team pictures, preferably with some sort of tournament sign or banner in the background.

We encourage you to visit Rixtine Recognition (www.rixstine.com) for all your trophy and award needs.

AFTER THE TOURNAMENT
Be prepared to make a good clean up of the tournament facilities.

Hold a Tournament Committee Meeting as soon as possible to evaluate the tournament. A complete written report should be prepared. It should include all problems that arose and how they were handled. These reports can be very helpful to future tournament committees.
TOURNAMENTS AND YOUR RIGHTS

There are a few good things you need to know about tournaments, whether you are planning on hosting a tournament or participating in a tournament. SAY Soccer is an affiliate member of the United States Soccer Federation (USSF) As such; we are required to follow the policies and by-laws of the USSF concerning tournaments. ALL members of the USSF MUST abide by these guidelines.

There are two types of tournaments you can host or participate in. They are considered either “unrestricted” or “restricted” The definitions of these are very important. According to the USSF policies:

- Tournaments hosted by Organization Members or their members shall fall within one of two classes

- **UNRESTRICTED TOURNAMENT** - A tournament that is open to all Federation affiliated participants. Any tournament that allows international participants must be UNRESTRICTED.

- **RESTRICTED TOURNAMENT** - A tournament that is only open to members of a single Organization Member or a subset thereof.

This means you can either host or participate in a tournament that is open to SAY members ONLY if it is restricted tournament.

An unrestricted tournament is open to any USSF member whose teams are formed within the same manner with other participants in the tournament Please note if any other member of the USSF is permitted in the tournament, SAY teams are also legally allowed to participate in the tournament as long as they meet the tournament guidelines.

There also is an USSF by-law concerning tournaments:

Section 2 by-law 603 - An Organization Member (other than a Professional League) **shall not discriminate against the participation of players, teams, coaches, or clubs on the basis of that player, coach, team, or club’s membership in, or affiliation with, another organization.** The Federation encourages its **Organization Members to allow teams of all other Members to participate in tournaments sponsored by them or any of its organization members when the teams otherwise comply with the tournament eligibility requirements.** A tournament sponsor may charge each team of another Member an additional fee of not more than $25 to participate in the tournament.

If you have any questions about hosting or participating in a tournament please call the National office!
HOSTING A SAY PREMIER TOURNAMENT
AT A GLANCE

- Decide if you will host a restricted or unrestricted tournament

- Be very clear of your age divisions. If other organizations are allowed to participate be SURE the birthdates and ages of their players align with your age divisions. Not all divisions are created according SAY guidelines across the USA.

- Apply for Sanctioning through the National Office

- Type of Tournament – Single or Double Elimination, round robin, etc?

- Set the date (and possibly an alternative date in case of emergency)

- Create Literature for advertising or invite teams to participate

- Create a budget which is very detailed

- Create a Tournament Committee and assign job responsibilities.

- Referees should be your top priority. Secure more referees than you think you will need.

- Schedule games fairly. No team should play consecutive games.

- Prepare for:
  - Color Conflicts
  - Lost and Found location
  - Protests
  - Injuries
  - Telephones
  - Field Identification
  - Field Supervisors
  - Awards
  - Tie Breakers
SAMPLE BRACKETS
For Single-Elimination, Use Upper Bracket Only
For Double-Elimination, Use Both Brackets

Loser to A (1)
   Loser to F (5)
   Loser to B (2)
       Loser to G (11)
       Loser to C (3)
           Loser to E (6)
           Loser to D (4)

Loser of 14
If 1st Loss
Loser to H

Loser to H
If 1st Loss
Winner
or

A
Loser 1 (7)
B
Loser 2
C
Loser 3 (8)
D
Loser 4

E
Loser 6 (9)
F
Loser 5 (10)

G
Loser 11

H
Loser of 14
If 1st Loss
Winner
WEEKEND TOURNAMENTS

Tournaments held on a single weekend usually involve playing two games each day (game times may be shortened by about 25%). This allows a maximum of four rounds of games in a two-day tournament and six rounds in a three-day tournament.

Saturday AM   Round 1
Saturday PM   Round 2
Sunday AM     Round 3
Sunday PM     Round 4
Monday AM     Round 5
Monday PM     Round 6

On any given field, a round of games will be three or four games, depending on the length of the games.

TWO-DAY TOURNAMENT

Four rounds available. Two games guaranteed.

4 Teams: Each team plays all the others. This involves two games in each of three rounds. The team with the best record wins the championship. If a tie results, the fourth round can be used to play a championship game.

5 Teams: You cannot schedule every team to play all the others and you cannot form two groups, each group to play within itself. A five-team tournament should be avoided.

6 Teams: Divide the teams into two groups of three. All teams in a group play each other (round-robin). The group winners then play in round 4 for the championship.

<table>
<thead>
<tr>
<th>GROUP A</th>
<th>GROUP B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
</tr>
</tbody>
</table>

ROUND 1  ROUND 2  ROUND 3
1-2      1-3      2-3
4-5      4-6      5-6

7 Teams: Cannot be scheduled fairly. You can divide the teams into a group of four and a group of three. Have each play round-robin and the group winners for the championship. However, the four-team group will play
one more game each than the teams in the tree-team group. Some teams might complain on the basis of being required to play an extra game to qualify for the final, or of being deprived of another game to play. It is best to avoid a seven-team division.

**8 Teams:** Two four-team groups play round-robin within each group. Group winners play for the championship in round 4.

Divisions of more than eight teams require semi-final, as well as final games, and cannot be accommodated in the four-round format. It has been done by not playing full round-robin in the groups. This can be very unfair because some teams might play the best team in the group, while another would not. This format is not advisable.

### THREE-DAY TOURNAMENT

Six rounds available. Three games guaranteed. The sixth round is usually not used so teams can get an early start to return home.

**4 Teams:** Same as discussed under the Two Day Tournament.

**5 Teams:** Teams play round-robin. This involves two games in each of five rounds. Best record wins.

**6 Teams:** Teams play round-robin. This involves three games in each of five rounds. Best record wins. With more than six teams, divisions must have an even number of teams to be fairly scheduled. Do not schedule 7, 9, 11, 13 or 15 teams.

**8 Teams:** Two four-team groups play round-robin within each group. This involves a total of 4 games in each of three rounds. The group winners play for the championship or the two best from each group play semi-final games in the fourth round with the winners playing for the championship in the fifth round.

**10 Teams:** Set up one group of four and two groups of three teams. Each group plays round-robin. The three-team groups play as shown under “Two Day Tournament, 6 Teams,” except that the teams drawing byes in each round play each other.

<table>
<thead>
<tr>
<th>ROUND 1</th>
<th>ROUND 2</th>
<th>ROUND 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>1-3</td>
<td>2-3</td>
</tr>
<tr>
<td>4-5</td>
<td>4-6</td>
<td>5-6</td>
</tr>
<tr>
<td>3-6</td>
<td>2-5</td>
<td>1-4</td>
</tr>
</tbody>
</table>
The winners of the three-team groups and the two best finishers from the four-team groups play semi-finals, with the winners playing for the championship.

12 Teams: Three groups of four teams play round-robin. Three group winners and the team with the next best record play in semi-finals. Winners play for the championship.

16 Teams: Four groups of four teams play round-robin. Group winners play semi-finals. Winners play for the championship.

TIE BREAKERS

In round-robin group play, no extra time is played to break ties in individual games. Teams get three points for a win and one point for a tie. It can happen that, at the end of round-robin play, two teams will have the same number of points. The following tie-breakers are recommended:

1. Result of head to head competition

2. Goals allowed during preliminary rounds – A maximum of four would be counted for each game.

3. Goals scored during preliminary rounds – A maximum of four will be counted for each game.

4. Coin Toss

Ties in semi-final and final games will be resolved by overtime play and/or penalty kicks. It is recommended that two overtime periods be played, not “sudden death.” Then, if still tied, penalty kicks be used to decide the game. A quicker decision usually can be achieved by making these periods “sudden death,” but this method is not as satisfying to the teams.

(U8) – 5 minutes each overtime period

(U10), (U12) & (U14) – 8 minutes each overtime period

(U16) & (U19) – 10 minutes each overtime period

Penalty kicks will be taken, first in a group of five and, if still tied, singly until one scores and the other does not.

Kicks are to be taken by those players on the field when the second overtime period ended. No player may take a second kick until all eleven players have taken a penalty kick. The order of players may be changed when a second round starts.
APPLICATION TO HOST TOURNAMENTS OR GAMES

For open tournaments please include that your tournament is sanctioned by SAY Soccer in any advertising media.

Name of Tournament

Hosting Team/Club/League/Association

☐ Restricted Tournament (SAY Only) ☐ Open Tournament (All Teams Affiliated with the USSF)

SAY Premier Program

Tournament Director _______________ Date Submitted _______________

Address ________________________ Phone _______________

City ___________________________ State ____________ Zip ____________

Tournament/Game Date(s) _______________

SAY Premier Representative

Phone Number (Day) _______________ Email _______________

SAY Premier Representative Signature _______________ Date _______________

SAY Premier President Signature _______________ Date _______________

Minimum number of games played by each team _______________ Entry Fee _______________

Tournament/Game will include the following categories:

____ Boys (U-8) _______ Girls (U-8)
____ Boys (U-10) _______ Girls (U-10)
____ Boys (U-12) _______ Girls (U-12)
____ Boys (U-14) _______ Girls (U-14)
____ Boys (U-16) _______ Girls (U-16)
____ Boys (U-19) _______ Girls (U-19)

In granting this permission to host a tournament or games, neither SAY nor the SAY Program shall be liable for transportation, lodging or injury to person or property sustained in the course of the sanctioned event.

***** PLEASE ATTACH A COPY OF THE TOURNAMENT RULES *****

** FOR SAY NATIONAL OFFICE USE ONLY **

☐ This Application is APPROVED ☐ This Application is NOT APPROVED

_________________________ Date ______________________

SAY National Authorization
1. The Soccer Association for Youth (SAY) was formed to provide an organization within which children could learn and play soccer, the world’s most popular sport. The fact that any size player can be successful at the game and the modest expense required to field a team make it possible for many children to participate in organized competition. These factors, plus the enthusiasm of the children once they have played the game, have resulted in a rapid growth of the SAY Program.

2. SAY Premier Soccer is an extension of the basic SAY recreational program in that it provides an additional platform in which players may enhance and develop their soccer skills in a more competitive atmosphere.

3. It is the function of SAY Premier Soccer
   A. to provide:

   (1) an organizational structure to assist in the formation of a premier youth soccer program, to form leagues and to schedule games,
(4) guidance and instructions for all of its participants, i.e. players, coaches, officials and administrators,

B. to prescribe rules and regulations which will ensure safe, enjoyable and fair competition.

4. Several of the SAY Premier Soccer regulations presented in these Organizational Rules have been written specifically to implement this philosophy, as far as practicable. The overall objective of SAY Premier Soccer is maximum participation with even competition at the various age levels.

RULE 1 – AGE CLASSIFICATION

1. Age divisions for SAY Premier Programs are broken down as follows:

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>U-8</td>
<td>6 &amp; 7</td>
</tr>
<tr>
<td>U-10</td>
<td>8 &amp; 9</td>
</tr>
<tr>
<td>U-11</td>
<td>10</td>
</tr>
<tr>
<td>U-12</td>
<td>11</td>
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<td>U-13</td>
<td>12</td>
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<td>U-16</td>
<td>15</td>
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<tr>
<td>U-17</td>
<td>16</td>
</tr>
<tr>
<td>U-18</td>
<td>17</td>
</tr>
<tr>
<td>U-19</td>
<td>18</td>
</tr>
</tbody>
</table>

2. **ALL CLASSES**

A. The lower age must be reached and the higher age not exceeded prior to August 1 of the current “playing year”. “Playing year”, as it is used here, will commence on August 1 and end on July 31.

B. Each SAY Premier Program is responsible for verification of the age of their players and the appropriate registration of players on teams.

C. If the age of a player is challenged, the coach must submit the player’s birth certificate or equivalent proof of age to the appropriate SAY Premier Program Team Committee representative.

D. The intent of establishing the one-year age classifications is to make competition as even as possible.

E. Many leagues within a SAY Premier Program may not have sufficient players to make up teams using the preferred one-year age divisions.
(1) As an alternate, teams could be divided into two-year groupings (maximum) consisting of U8, U10, U12, U14, U16 and U18 divisions.

(2) If such two-year age division teams play against standard one-year age division teams, they shall be classified according to the oldest age on the team.

G. A player may play in the next older Age-Division, if and only if:

(1) A parent requests, in writing, that his/her child play in the next older Age-Division, AND

(2) such a player assignment is only to be made with the written approval of the SAY Premier Program Team Committee representative.

H. Upon approval by the SAY Premier Program and the registration of the player to a team, there shall be no limitation on the participation of that team with other SAY Premier Programs.

PUNISHMENT: Forfeiture of any game in which an ineligible player participates.

**RULE 2 – OFFICIAL SEASON**

1. The official season(s) of a given SAY Premier Program will be specified by the SAY Premier Program’s governing body, or by agreement among SAY Premier Programs, if there are two or more SAY Premier Programs playing together.

   A. Spring Season:

   Any playing season beginning between January 1 and June 30 will be officially considered a “Spring” season.

   B. Fall Season:

   Any playing season beginning between July 1 and December 31 will be officially considered a “Fall” season.

2. A SAY Premier Program may choose to play either:

   A. A single-season format, i.e. Fall season only or Spring season only ..... or

   B. A two-season format, i.e. Spring season and a separate Fall season
RULE 3 – SAY PREMIER PROGRAMS

1. Boundaries of each SAY Premier Program shall be contiguous as established by the individual SAY Premier Program, and correspondingly approved by SAY Premier Soccer.
2. Each SAY Premier Program will elect a governing board, establish by-laws and will be responsible for overseeing and administering the overall operation of the program within the SAY Premier Soccer rules and philosophy.
3. Player's Options:
   A. Players may register and agree to play for any team that has chosen to select them to participate.
   B. Once a player's choice has been made and the player is officially registered with a team, that player is committed to the team for that “playing season”, i.e. spring or fall.
   C. Players are free to register with another team only after the official “playing season”, as defined in SAY Premier Soccer Organizational Rule 2, is completed.

RULE 4 – SAY PREMIER LEAGUES

1. Leagues within a SAY Premier Program should be formed into single-age division teams wherever possible.
2. In situations where teams from different age divisions must be combined due to lack of participating teams, a SAY Premier Program league may combine no more than two age divisions (and this would not require that all other age divisions be combined accordingly).

RULE 5 – SAY PREMIER PLAYER AGREEMENTS

1. A player must be officially registered with the SAY Premier Program and under agreement with a team before being eligible to participate in any sanctioned event, i.e. practice or games.
2. The player agreement shall state that, as a member of a SAY Premier Program, said player will:
   A. participate within the rules and spirit of the SAY Premier Program
   B. participate on only one specific SAY Premier Soccer team for one entire season.
   NOTE: Participation on any other non-SAY Premier Soccer team or any other organized sports team is not prohibited, e.g. playing on an
SAY Area recreational team and on a SAY Premier Soccer team is permissible.

3. To assure that only properly **registered** players are on a team, the head coach of each team shall send both:
   A. the team roster, and
   B. a copy of each player agreement to the **SAY Premier Program Registrar**, as soon as the team is organized, and in no case later than the day before the team’s first scheduled game.
   **PUNISHMENT:** Forfeiture of any game in which an ineligible player participates.

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**RULE 6 – SAY PREMIER COACHES**

1. A maximum of three (3) coaches will be **registered and recognized** as official for each **SAY Premier Program** team; a Head Coach and two Assistant Coaches, whose names shall appear on the team roster.
   A. The Head Coach must be at least eighteen years of age.
   B. At least one of the registered coaches must be present during all team practices and games. This does not preclude the use of many more coaching assistants at practices.
   C. The **SAY “Times Two Policy”** policy also requires that no less than two adults be present at all team functions. Under no circumstances should any SAY Premier Program activity, which includes games and practices, take place if only one adult is present.

2. The **SAY Premier Program** is responsible for the correctness of the player’s age and address as shown on the player’s **registration form**.
   **PUNISHMENT:** Forfeiture of any game in which an ineligible player participates.

3. At each game,
   A. Player cards with a picture ID shall be presented to the Referee prior to each game.
   B. The coach will have a copy of the team roster, which may be examined by the opposing coach only if this request is made before the start of the game (i.e. not during the game, not at half-time, nor after the match has been completed).
   C. The referee may examine either team’s roster at any time before, during, or immediately after a match, but in doing so the Referee must also check the rosters of both teams.
   D. In the event that a coach does not have a copy of the team roster at a game, the referees shall permit the game to proceed but the incident must be reported to the SAY Premier Program Director.

4. It is **required** that all coaches, i.e. the Head Coach and the Assistant Coaches successfully complete a certified concussion awareness training.
A certificate of completion must be available at all times when serving as a coach in the SAY Premier Program.

5. It is desired that all head coaches:
   A. be certified by the NSCAA, or
   B. be licensed by U.S.S.F., or
   C. have received training as approved by the SAY National Director of Coaching.

6. It is recommended that all coaches:
   A. have in their possession medical release consent slips for each registered team player at all practices, games and other team functions for emergency use;
   B. use only positive reinforcement and encouragement with players during all practices and games; and
   C. refrain from negative remarks during practices and games.

---

**RULE 7 – LEGAL TEAM**

   A. Team Size: (11 v. 11)
      (1) As a general rule, a team must have no fewer than eleven (11) players.
      (2) There should be an adequate number of substitutes so that players can be rested, but not so many that players cannot get a significant amount of playing time.
      (3) The optimum maximum team size is fifteen (15) or sixteen (16) players.
   B. For age divisions playing short-sided games the provisions for the number of players assigned to the teams, as outlined in Section 1A above, should be modified accordingly to provide for maximum player participation.
   C. Players may not be added to a team’s roster after league play has ended.
   D. No player listed on a SAY Premier Soccer roster may be registered on any other SAY Premier Soccer team during the same SAY Premier Soccer playing season.
   E. Guest players, as may be defined by the SAY Premier Program, are permitted on teams during tournament play only. No guest player policy is permitted for league play.

   **PUNISHMENT:** Forfeiture of any game in which an ineligible player participates.

2. SAY Premier Soccer Authority to Form Teams
   A. Each SAY Premier Program is authorized to form teams, as well as team and league assignments within its own geographic boundaries or for its own membership in accordance with these SAY Premier Soccer Organizational Rules.
   B. Tryouts or any other similar selection process may be used to determine if a child is to be invited to play on a SAY Premier Soccer team.
3. SAY Premier Team Committee

C. The governing body of each SAY Premier Program will form a Team Committee, the chairman of which shall be a member of the SAY Premier Program's governing body. Other members of the Team Committee would be as defined in the SAY Premier Program's By-Laws.

D. The SAY Premier Program Team Committee will:
(1) supervise within the SAY Premier Program with regard to:
   (a) registration of players,
   (b) formation of teams,
   (c) formation of leagues; and

(2) receive, investigate, and report their findings to the governing body of the SAY Premier Program for action when any challenge of the eligibility of any team or player is made at any time by any:
   (a) Head Coach or
   (b) SAY Premier Program Representative; and

(3) perform any other duties that may be assigned to it from time to time by the governing body of the SAY Premier Program.

4. Illegal Team and Ineligible Player Protests

A. A protest concerning an illegal team or ineligible player:
   (1) May be made at any time, by any person, and
   (2) Does not require the payment of the $100.00 official protest fee noted in SAY Premier Soccer Organizational Rule 8.

B. If it is determined that an illegal team, or that an ineligible or illegal player has participated in a game, that game shall be declared a forfeit.

C. The forfeit penalty will apply not only to the game that originated the protest, but also to all games in which the illegal team or ineligible/illegal player participated.

RULE 8 – PROTESTS

1. Judgment calls by referees may not be protested. For example, no official protest may be made concerning the referee’s judgment as to:
   A. who committed the foul, or whether a foul was intentional or even committed;
   B. whether a goal was or was not scored;
   C. which team should be awarded the ball when the ball goes out of play over the goal-lines or the touch-lines;
   D. allowing or failing to allow an “advantage”, etc.
2. An official protest concerning a particular game and any incidents which occurred during that game may be lodged by the Head Coach, or an assistant coach, when the Head Coach is not present, **ONLY** if it is alleged that a **PLAYING LAW** was incorrectly applied or enforced by the referee. For example:
   A. awarding a penalty kick for a dangerous play or unsporting behavior;
   B. allowing a team to play with eleven players after a player has been ejected during the course of the game, etc.

3. **Official Protest Procedure**:
   A. An informal, but official, verbal protest must be made to the referee(s) by the Head Coach, or an assistant coach, when the Head Coach is not present, at (preferably) or close to, the time of the incident; but in all cases, it must be made **before** the referee(s) have left the playing area.
   B. A simple or vague complaint about a call or calls will not suffice – the words **“official protest”** must be used, and the reason for the protest must be made clear. (If this is **done at the time of the incident**, a mistake by a referee can often be easily rectified without the need for any further action.) Any coach who has made an official verbal protest may withdraw that protest at any time.
   C. The opposing coach must be notified of the protest by the referee.
   D. The informal verbal protest must be followed by submission of a formal, written official protest,
      (1) Delivered to the **SAY Premier Program Director**
      (2) By midnight of the following day,
      (3) Accompanied by a fee **$100**, or a fee as set by the **SAY Premier Program**, which will be refunded if the official protest is allowed, and retained if the official protest is disallowed.
   E. Protests must be decided by the **SAY Premier Program’s** governing body or the **SAY Premier Program’s** Protest Committee.
   F. A decision regarding an official written protest must be rendered within seventy-two (72) hours of its reception and the decision must be transmitted in writing to both coaches in a timely manner.
   G. Official protest decisions made by the governing body of an **SAY Premier Program** are **FINAL** and may not be appealed to the National Board of Directors or the SAY National Office.
   H. A report of each official protest should be submitted to the SAY National Office within 30 days.

4. If an official protest is allowed, the ruling body shall determine the corrective action required with the understanding that in most situations the game shall be replayed from the time of the incident.

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**RULE 9 – SAY PREMIER SUPERVISION**

1. Subject to these **SAY Premier Organizational Rules**, each **SAY Premier Program’s** governing body is authorized to:
A. Form teams and leagues,
B. Schedule league games,
C. Schedule interplay with USSoccer sanctioned teams or other SAY Premier Programs,
D. Organize and schedule soccer tournaments,
E. Decide protests, and
F. Otherwise regulate activities pertaining to the overall SAY Premier Program.

RULE 10 – PLAYER PARTICIPATION

1. It is the intent of this rule to encourage SAY Premier Soccer coaches to try and assure that every player is allowed maximum participation.
2. It is the goal of SAY Premier Soccer that every player should be allowed to play or given the opportunity to play at least the equivalent of approximately one-half of every game, as closely as possible.

RULE 11 – SAY PREMIER VARIATIONS

1. Where the SAY Premier Soccer Organizational Rules mandate a particular procedure by use of the words “must”, “shall” or “will”, no variation shall be permitted without prior written consent of the SAY National Board of Directors.
2. Where the SAY Premier Soccer Organizational Rules are presented in the form of guidelines, recommendations or suggestions, such as when the word “may” is used, the SAY Premier Program may adopt the procedure suggested or modify it to suit its own needs or special circumstances – provided that the procedure chosen satisfies the intent and spirit of the RULE.
3. Procedures not specifically covered by the SAY Premier Soccer Organizational Rules are relegated to the governing body of the SAY Premier Program for decision.
4. If an SAY Premier Program wishes to experiment with a variation of a mandated Organizational or Playing rule, petition may be made to the SAY National Board of Directors for a variance, which is to last no longer than one year.
5. For a SAY Premier Program to continue to use an established variance, the SAY Premier Program will be required to file for re-approval each and every year.
6. During interplay between SAY Premier Programs using such approved aforementioned variances or modifications, and SAY Premier Programs that do not, only the standard SAY Premier Soccer Organizational Rules may be used.
1. Any and all SAY Premier Soccer tournaments involving (1) teams from two or more SAY Premier Programs and/or (2) non-SAY Premier Soccer teams, require written notification to National SAY in order to be sanctioned as a SAY Premier Soccer approved activity. Such tournaments that do not receive sanctioning by National SAY are considered to be a non-SAY activity, and as such may not use the SAY logo and are not covered by National SAY’s applicable insurance.

2. Any SAY Premier Program’s pre-season, in-season, and post-season tournament involving only teams from within the SAY Premier Program are considered to be “in-house”. Similar to league play, these tournaments are considered to be part of the natural play permitted within a SAY Premier Program’s jurisdiction and do not require sanctioning approval from National SAY.

3. Sanctioning of a tournament is merely an endorsement by National SAY that insures all participants (i.e. players, coaches, referees, etc.) that:
   A. The tournament is a legitimate SAY Premier Soccer activity, which is covered by National SAY’s applicable insurance.
   B. The SAY Premier Program administering the tournament is a viable SAY Premier Soccer entity in good standing.
   C. Games are to be played in accordance with standard SAY Premier Soccer Organizational and Playing Rules.
   D. Any rule variances or special tournament features (e.g. tiebreakers) have been reviewed and are within acceptable National SAY guidelines.
   E. Participating teams have been formed in compliance with the organizational rules of the governing national association.
   F. Acceptance of participating teams is in accordance with National SAY and USSF policies.

4. Only a SAY Premier Program (not an individual, not a team, not a sponsor, not a club, etc.) may request that a tournament be sanctioned by National SAY. The SAY Premier Program must fill out and submit a SAY Premier Tournament Sanctioning Form, which in part will require stipulating any special rules to be used along with a copy of the tournament application or acceptance form to be given to the participating teams prior to their commitment to play in the tournament.

5. The SAY Premier Program requesting and receiving sanctioning for a tournament from National SAY shall be totally and solely responsible for the operation and administration of the tournament in accordance with SAY Premier Soccer Organizational and Playing Rules and the provisions set forth in the sanctioning process. All decisions and subsequent actions regarding
tournament play and eligibility are the domain of the **SAY Premier Program**, i.e. not the sanctioning entity, **National SAY**.

6. Any previously approved rule variances or locally adopted variances used by a **SAY Premier Program** during the playing season are not automatically approved as acceptable for tournament play. Any variances from the rules, as written in the **SAY Premier Soccer** rules, must be formally requested in writing and submitted along with the Tournament Sanctioning Form. Acceptance or denial will be a part of the sanctioning document provided by **National SAY**.

7. **National SAY** will be responsible for reviewing and the sanctioning of all multi-**SAY Premier Program** tournaments. If a **SAY Premier Program** does not have a **signed** document from **National SAY** sanctioning the tournament, it is therefore considered to be a non-**SAY Premier Soccer** activity and a “play-at-your-own-risk”.

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**RULE 13 – SAY PREMIER SYSTEM OF OFFICIATING**

1. As in FIFA and USsoccer only the “Diagonal System” using three (3) officials is acceptable in SAY Premier Soccer.
   A. Only one official shall have the authority and responsibility for the calling of fouls and violations by the use of the whistle and shall perform as the “Referee” in accordance with Law 5 in the FIFA Laws of the Game.
   B. The other two officials shall perform as “Assistant Referees”, as described in Law 6 in the FIFA Laws of the Game.
   C. The Referee shall accept the calls of an Assistant Referee with regard to incidents that do not come under the personal notice of the Referee. However, at all other times, the Referee is not obligated to, and may or may not accept the calls of an Assistant Referee, in accordance with the Referee’s own judgment, even if the effect is to nullify or grant a goal.

**NOTE:** Other SAY Soccer policies, guidelines and procedures can be found in the **SAY Premier** Soccer Administrator’s Handbook. Copies of this Handbook are available through the SAY National Office.
GENERAL PREFACE

1. The definitive laws of the game of soccer are those of FIFA, the “Federation International de Football Association” or, in English, the International Federation of Association Football. These laws apply all over the world and provide a standard that governs international competition.
   A. The USSF (United States Soccer Federation), the NCAA (National Collegiate Athletic Association), and the Federation of State High School Associations all have their own set of laws, or rules, which basically conform to the FIFA laws, but which also have variations unique and appropriate to their Organizations.
   B. Various youth soccer programs also have made further changes to allow for situations specific to young players.
2. The FIFA Laws of the Game shall apply to SAY play except as may be amended in this book.
3. The interpretations of the Laws of the Game are the responsibility of the Commissioner of SAY and, with the approval of the SAY National Board, are binding upon participants in the SAY program.
4. The SAY Modifications of these Laws are intended to change the nature of the game as little as possible, and are primarily directed toward creating a safer game that is more age appropriate for the participants and a means for all players to participate.
5. When SAY Soccer was founded, it was provided that all teams would be made up of eleven players, regardless of the age of the players. However, a considerable body of opinion has determined that young players would be better served if their teams had fewer players. With such an arrangement, each player has many more opportunities to play the ball, and develop skills at a faster rate. Increased participation will also improve the players’ interest and enjoyment.
6. The Laws have been modified in their application to include provisions for short-sided team games at all levels of play. Most of the standard rules of the game apply.
7. All team members and coaches are subject to these Laws, whether on or off the field of play.
8. Additional explanations and interpretations of these laws are included in the book “Refereeing Youth Soccer”, which is published by SAY. The material in that book is binding in the same way as the material in the Rulebook.
1. **Dimensions**
   A. The field of play shall be rectangular.
      For full-sided play:
      Length – minimum 80 yards, maximum 130 yards,
      Width – minimum 50 yards; maximum 100 yards.
   B. Recommended field sizes are as follows:
      | Division | Full-Sided (11 v 11) | Short-Sided |
      |----------|----------------------|-------------|
      | U8       | 80 x 60 yards        | 60 x 40 yards |
      | U10      | 90 x 60 yards        | 80 x 50 yards |
      | U12      | 100 x 60 yards       | 90 x 60 yards |
      | U14      | 110 x 65 yards       | 100 x 60 yards |
      | U16      | 110 x 70 yards       | 100 x 60 yards |
      | U19      | 110 x 70 yards       | 100 x 60 yards |
   C. The longer lines shall be called touch lines.
   D. The shorter lines shall be called goal lines.
   E. The size of the field should be related to the age division using it.

2. **Marking**
   A. **General**
      (1) The field of play shall be marked with distinctive lines, not more than 5 inches in width.
      (2) Marking must be of some material that is not injurious to eyes or skin.
   B. **Flags**
      (1) A flag on a post at least five (5) feet high and at least one (1) inch in diameter having a non-pointed top shall be placed at each corner of the field.
      (2) Similar flags may be used to mark the middle of the field, but must be at least one yard outside of the touch lines.
   C. **The Halfway-Line and Center Circle**
      (1) A halfway-line shall be marked joining the midpoint of each touch line.
      (2) From the midpoint of the halfway-line, a circle shall be marked with an appropriate radius:
         (a) U8 - six (6) yards.
         (b) U10 - eight (8) yards.
         (c) U-12 thru U-19 - ten (10) yards.

3. **The Goal Area**
The goal area is marked by lines perpendicular to the goal line six (6) yards from the inner side of each goal post, six (6) yards into the field, and joined by a line parallel to the goal line.

4. The Penalty Area

A. U-12 thru U-19

(1) The Penalty Area is marked by lines perpendicular to the goal line eighteen (18) yards from the inner side of each goal post, eighteen (18) yards into the field, and joined by a line parallel to the goal line.

(2) A Penalty Mark shall be a spot no larger than nine (9) inches in diameter made twelve (12) yards from the goal line, opposite the center of the goal.

(3) From the center of the Penalty Mark, the Penalty Arc having a radius of ten (10) yards shall be marked outside the Penalty Area.

B. U-10

(1) The Penalty Area is marked by lines perpendicular to the goal line fourteen (14) yards from the inner side of each goal post, fourteen (14) yards into the field, and joined by a line parallel to the goal line.

(2) The Penalty Mark shall be a spot no larger than nine (9) inches in diameter made ten (10) yards from the goal line, opposite the center of the goal.

(3) From the center of the Penalty Mark, the Penalty Arc having a radius of eight (8) yards shall be marked outside the Penalty Area.

C. U-8

(1) There is no Penalty Area for Passers. Instead a Goalkeeper Area shall be marked by lines perpendicular to the goal line twelve (12) yards from the inner side of each goal post, twelve (12) yards into the field, and joined by a line parallel to the goal line.

5. The Corner Arc

A quarter circle of one-yard radius shall be drawn inside each of the four corners of the field.

6. The Goals

A. The goals are placed at the midpoint of each goal-line with each upright the same distance from the corner flag.

(1) For U-12 thru U-19 the uprights are twenty-four (24) feet apart (inside measurement), joined by a crossbar eight (8) feet from the ground (to the lower edge).

(2) For U-10 the uprights may be eighteen (18) to twenty-four (24) feet apart (inside measurement), joined by a crossbar seven (7) to eight (8) feet from the ground (to the lower edge), if goalkeepers are to be used, or about six (6) feet by four (4) feet if goalkeepers are not used.
(3) For U-8 the uprights may be twelve (12) to twenty-four (24) feet apart (inside measurement), joined by a crossbar six (6) to eight (8) feet from the ground (to the lower edge), if goalkeepers are to be used, or about six (6) feet by four (4) feet if goalkeepers are not used.

B. Uprights and crossbar should have the same width.

C. Goal nets shall be attached to the post and crossbar and fastened to the ground in such a manner as to not interfere with the goalkeeper.

D. For safety reasons, the goals, including those that are portable, must be anchored securely to the ground.

NOTES:

1) The goal line should be the same width as the depth of the goal posts.
2) All markings are part of the areas they enclose.
3) If a crossbar becomes damaged and falls, or is in danger of falling, it must be removed. Games may continue with the approval of both coaches. The referee’s judgment will determine whether any particular shot would have been under the crossbar, had one been there.
4) Goals should be painted white.
5) If the field is not adequately lined or if there are no nets on the goals, the game will proceed to the best of the referee’s judgment.
6) The field of play for full-sided games and all related equipment shall be as shown on the preceding diagram (page 32).
7) Except as provided for U-8 and U-10 game fields the penalty-areas, goal-areas, and 10-yard circles may not be reduced in size on smaller fields, nor is the goal size to be reduced from the 8-foot by 24-foot inside measurements.
8) U-8 and U-10 divisions may opt to play their matches on full-sided fields and goals.
9) If the Referee determines the field to be unsafe for play, the game shall be abandoned.

LAW II – THE BALL

1. The ball shall be spherical.
2. The following will use:

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>SIZE</th>
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<tbody>
<tr>
<td>A. U-8</td>
<td>3</td>
</tr>
<tr>
<td>B. U-10</td>
<td>4</td>
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<tr>
<td>C. U-12</td>
<td>4</td>
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<tr>
<td>D. U-14</td>
<td>5</td>
</tr>
<tr>
<td>E. U-16</td>
<td>5</td>
</tr>
<tr>
<td>F. U-19</td>
<td>5</td>
</tr>
</tbody>
</table>
3. The ball will not be changed during the game without the approval of the referee(s).
4. If the ball bursts or becomes deflated during the course of the game, the game shall be stopped. Play is to be restarted in accordance with LAW VIII-7.

**LAW III – PLAYERS AND SUBSTITUTIONS**

1. **Full-sided games (11 v 11)** will be played by two teams each consisting of:
   A. not more than eleven (11) players, and
   B. not fewer than seven (7) players,
   C. one of whom shall be the Goalkeeper.

2. **Short-sided games** will be played by two teams each using the following criteria:
   A. 7 v 7 games
      (1) not more than seven (7) players, and
      (2) not fewer than five (5) players,
      (3) one of whom shall be the Goalkeeper
   B. 8 v 8 games
      (1) not more than eight (8) players and
      (2) not fewer than five (5) players,
      (3) one of whom shall be the Goalkeeper
   C. 9 v 9 games
      (1) not more than nine (9) players, and
      (2) not fewer than six (6) players,
      (3) one of whom shall be the Goalkeeper
   D. 10 v 10 games
      (1) not more than ten (10) players, and
      (2) not fewer than six (6) players,
      (3) one of whom shall be the Goalkeeper.
   E. **Short-sided U-8 games may be either 7 v 7 or 8 v 8.**
   F. **Short-sided U-10 games may be either 7 v 7, 8 v 8, or 9 v 9.**
   G. **Short-sided U12 and older, games may be either 8 v 8, 9 v 9 or 10 v 10.**

3. A player is a team member who has been given permission by the referee to enter the field of play. All others are substitutes.
4. The following substitutions may only be made with the permission of the referee:
   A. Both teams may substitute any number of players:
      (1) on a goal kick.
      (2) after a goal.
      (3) during an extended time out (as for an injury).
      (4) between periods.
      (5) when the referee stops the game to issue a caution or a send-off.
   B. The team in possession of the ball on a throw-in may substitute any number of players. If the team in possession chooses to substitute, the opposing team may also substitute any number of players.
   C. A substitute becomes a player when they are acknowledged by the Referee and they step on the field of play.

5. Any substitute entering the field of play without the permission of the referee, or any substitute who interferes with play whether upon entering or leaving the field of play shall be subject to punishment for illegal substitution.
   A. If the infraction is noted while the ball is in play, the referee shall stop play. Play is to be restarted with an Indirect Free Kick against the offending team at the location where the ball was when play was stopped.
   B. Whether or not the ball is in play, the substitute(s) shall be cautioned.

6. During the progress of the game, the referees must be notified specifically before the Goalkeeper is changed (except when change is made between periods).

7. Any player on the field changing places with the goalkeeper without the permission of the referee while the ball is in play, shall be subject to punishment for improper change.
   A. Play is not stopped.
   B. At the next stoppage of play, both players will be cautioned.

8. A player ejected after the game starts may not be replaced.

**NOTES:**

1) If a member of a team is ejected before the game begins, the team does not have to play “short”.
2) A player joining or rejoining his or her team that has fewer than eleven players on the field after the start of the match shall first draw the attention of the referee from the touch line; and may enter or re-enter the field only with the permission of the referee. The signal from the referee shall be made by a definite gesture which makes the player understand that he or she may come into the field of play; it is not necessary to wait until the game is stopped (this does not apply in respect of an infringement of Law IV), but the referee is the sole judge of the moment in which he gives his signal of acknowledgment.
1. Prior to any game the referee shall inspect the players' equipment and prevent any player whose equipment does not conform to the requirements of this Law from playing until such time as it does comply.
2. A player shall not wear anything that is dangerous to another player or to himself or herself.
3. The basic compulsory equipment of a player shall consist of a shirt, shorts, socks, shin-guards and shoes.
4. Uniform Shirts
   A. All players on a team must wear shirts of the same color.
   B. The goalkeeper must wear a color different than that of either team and the referee
   C. It is the responsibility of the home team to change to a different color if the two teams normally wear the same color.
   D. Numbers on shirts are required, and must be different for each player. However, when a team must wear alternate shirts, because of a color conflict, such shirts need not be numbered.
   E. For an unresolved color conflict, the referees may permit the game to proceed.
5. Shin-guards, which must be covered entirely by socks, shall be made of a suitable material (rubber, plastic, polyurethane or similar substance) and shall afford a reasonable degree of protection.
6. Footwear
   A. Shoes that meet the following criteria are considered to be legal:
      (1) shoes that are made by well-known manufacturers and designated as soccer footwear;
      (2) gym shoes;
      (3) any type of shoe having any number of cleats (rubber, plastic or metal) that have no sharp edges.
   B. Shoes shall be properly tied (or otherwise appropriately fastened).
7. Personal Equipment
   A. Illegal/unsafe equipment: The following shall be considered examples of illegal or unsafe equipment, and shall not be worn by any player.
      (1) shin-guards with exposed sharp edges;
      (2) jewelry or watches;
      (3) face or spectacle guards;
      (4) helmets of hard material;
      (5) knee brace(s) – unless wrapped and covered with soft padding and approved by the referee;
      (6) cleats (rubber, plastic or metal) with sharp or jagged edges;
      (7) foreign objects in the mouth (such as gum or ice), other than internal orthodontic devices.
NOTE: The foregoing examples are not intended to be all-inclusive. The referee may determine other equipment to be illegal or dangerous. However, the items listed in 7-A. are to be considered illegal equipment (except as noted) at all times. Use of these items shall not be permitted at any time, even by agreement between the coaches and the referee.

B. Legal Equipment: The following shall be considered examples of legal equipment, and as such may (except as noted) be worn by any player:
1. soft headwear such as knit caps;
2. goalkeeper may wear gloves
3. a soft-billed cap or a properly fitted and fastened safety helmet, made of foam or other soft material;
4. hearing aids;
5. eyeglasses, with or without strap;
6. contact lenses;
7. soft gloves;
8. warm-up suits, hooded sweatshirts, sweat pants and similar soft apparel – but only if worn under the player’s uniform.

8. PUNISHMENT: For any infringement of Law IV:
A. The player shall be instructed by the referee to immediately:
   1. adjust his (or her) equipment or
   2. obtain missing equipment, or
   3. leave the field of play to do so, if correction on the field is deemed to be impractical.
B. A player who has been instructed to leave the field of play shall not return without first reporting to the referee, who shall determine that the player’s equipment is in order.
C. The player shall only re-enter the game at a moment when the ball has ceased to be in play and only with the referee’s permission.

LAW V – REFEREES

1. The authority and the exercise of the powers granted to referees by the Laws of the Game commence as soon as they enter the field of play.
   A. The power of penalizing shall extend to offenses committed when play has been temporarily suspended, or the ball is out of play.
   B. The referee’s decision on points of fact shall be final.
2. The referee shall:
A. Enforce the Laws.
B. Refrain from penalizing in cases where doing so would be giving an advantage to the offending team.
C. Act as timekeeper.
D. Have the authority to stop the game for any violation of the Laws and to suspend or terminate the game if weather conditions or actions of spectators or players indicate that a stoppage is necessary. Such stoppage and the reasons therefore should be reported to the league administrator.
   (1) A referee may refuse to start a game, or may stop it once play has started, if in the referee’s judgment, the condition of the field is such as to endanger the players.
   (2) In event of a storm, play must be stopped and suspended until the danger has passed using the following minimum criteria:
      (a) The sighting of a lightning flash or the hearing of the sound of thunder shall be reason enough to stop and suspend a game, and
      (b) Play shall not be resumed prior to 30-minutes after the last sighting of lightning or the last sound of thunder heard.
E. Caution, and show a yellow card to any player guilty of misconduct or a cautionable offense; and eject, and show a yellow card and then show a red card to any player who persists in misconduct.
F. Allow no one other than the active players and assistant referees to enter the field without permission.
G. Stop the game if a player is injured, but not during a drive on goal unless the injury appears to be serious. The referee need only have reason to believe that a player is seriously injured to stop the game, even if there is a drive on goal.
H. The referee will insure that any player with visible blood or bleeding leaves the field of play. (See details on page 2).
I. Eject, and show a red card to any player who is guilty of a send-off offense. Any ejection should be reported promptly to the league administrator.
J. Signal for the restart of the game after any stoppage.
   (1) A free kick may be taken as soon as the ball is properly placed, without a whistle. However, the referee may delay such a “quick” free kick at his or her discretion.
   (2) A signal with the whistle
      (a) may be given after a substitution,
      (b) shall be given after an extended time out, or for the taking of a penalty kick, or for the taking of a kick-off.
K. Restart the game in accordance with LAW VIII-7:
   (1) after an injury (no foul having been committed); or
   (2) after unresolved referee decisions (such as when the referee blows the whistle by mistake); or
   (3) after any stoppage of play due to the condition of the field, its equipment, or the elements, but only after such conditions are remedied or the danger passed to the satisfaction of the referee; or
when the referee is uncertain which team last touched the ball prior to it going over the touch line or goal line (but not between the goal posts).

L. Use appropriate hand signals
M. Approve any ball that is to be used in the game.

NOTES:
1) A referee may reverse a decision as long as play has not been restarted.
2) If the “advantage” clause has been applied, and the advantage that was anticipated does not develop at that time, the referee shall penalize the original offense.
3) Games should be played with as little interference as possible. It is the duty of the referee to penalize only deliberate breaches of the Law. Constant whistling for trifling and doubtful breaches produces bad feeling and loss of temper on the part of the players and spoils the pleasure of spectators.
4) Games may not be forfeited by the referee. Conditions indicating a possible forfeit must be reported to the SAY Premier Program Representative for a decision.
5) If a player or players, either on the same team or opposing teams, simultaneously commit two violations, one of which calls for an INDIRECT free kick, and the other of which calls for a DIRECT free kick, the DIRECT free kick shall be awarded.
6) If two players from opposing teams simultaneously commit two violations, each of which calls for the same type of free kick (DIRECT or INDIRECT), the referee, exercising a reasonable discretion may either:
   a) allow play to continue, or
   b) stop play, admonish, caution or eject both players as may be appropriate, and restart the game appropriately, in accordance with LAW VIII-7.
7) During the course of the game, all coaches may coach their players from the touch-line, subject to the following:
   a) Coaching shall be limited to verbal communication with the players of the coach’s team by the coaches of that team.
   b) Megaphones, bullhorns, etc. may not be used.
   c) No coaching or comments shall be directed to the players or coaches of the opposing team.
   d) All coaches must remain on the side of the field where the team’s substitutes are situated, and
      (1) if both teams are on the same side, between the half-way line and the 18 yard-line;
      (2) if the teams are on opposite sides, between the 18 yard-lines.
   e) PUNISHMENT: For violation of LAW V, NOTE 8 –
      (1) The offending coach shall be cautioned, and
      (2) The offending coach shall be ejected from the playing field upon receiving a second caution.
8) Guidelines for Referee Uniforms can be found in Appendix C.
LAW VI – ASSISTANT REFEREES

1. If only one referee is available to officiate a game, the referee may appoint two “club” linesmen to assist only by indicating when the ball goes out-of-bounds.

2. Two trained, neutral assistant referees may be appointed by the referee administrator, whose duty (subject to the decision of the referee) shall be to indicate:
   A. When the ball is out of play;
   B. Which side is entitled to a corner kick, goal kick or throw-in;
   C. When a substitution is desired;
   D. When a player may be penalized for being in an offside position;
   E. When misconduct or other incident has occurred out of the vision of the referee.

3. The assistant referee shall also assist the referee to control the game in accordance with the Laws.

4. The referee should provide the assistant referees with flags to be used in the game.

5. In the event of undue interference or improper conduct by an assistant referee, the referee shall dispense with his (or her) services and arrange for a substitute to be appointed, and the matter shall be reported to the competent authority.

LAW VII – DURATION OF THE GAME

1. All games will be played in two (2) equal halves, as determined by the leagues, with a kick-off to begin each period.
   A. Teams will change ends at the beginning of each half.
   B. Teams will alternate kicking off at the beginning of each half.

2. Time of each half shall be as follows:
   A. U-8 20-minutes
   B. U-10 24-minutes
   C. U-12 30-minutes
   D. U-14 30-minutes
   E. U-16 40-minutes
   F. U-19 40-minutes

3. The half time interval will be five (5) minutes or as determined by league rules.

4. Allowances shall be made within each half for time lost through injury or other cause, the amount of which shall be at the discretion of the referee. This time may not be added to a different half.

5. Time shall be extended to permit the taking of a penalty kick at the end of a half, which was awarded before time ran out. Time may not be extended for the taking of other free kicks.
6. Play ends exactly at the instant that time runs out, regardless of the position or motion of the ball at that time.

7. If a game has been stopped for any reason, and it cannot be restarted:
   A. If less than one-half has been played, it must be rescheduled in its entirety; however,
   B. If at least one-half has been played, it shall be considered an official game.

**LAW VIII – THE START AND RESTART OF PLAY**

1. Prior to the game, choice of ends shall be decided by the toss of a coin. The team winning the toss will decide which goal it will attack during the first half. The other team will take the kick-off to start the game.

2. Upon the referee’s whistle, the game is started or restarted by a player taking a kick from the center mark. Until the ball is kicked, the players
   A. of each team must be in their team’s half of the field, and
   B. the players of the opposing team must be at least the following distance from the ball:

   (1) U-8 - six (6) yards
   (2) U-10 - eight (8) yards
   (3) U12 thru U-19 - ten (10) yards

3. On a kick-off, the ball is in play when it is kicked and moves forward.

4. The kicker may not play the ball again until it has been touched by another player.
   A. **PUNISHMENT**: For playing the ball twice, an INDIRECT free kick is awarded to the opposing team at the point where it was played the second time.

5. A goal may be scored DIRECT from a kick-off.

6. After a goal has been scored, the game is restarted with a kick-off by the team scored against.

7. On any occasion where it is necessary for the referee to temporarily stop a game, while the ball was in play, for any reason not mentioned elsewhere in these Laws, play is restarted with a drop ball, except as follows:
   A. **If the ball was in play within a goal area and not in possession of the goalkeeper when the stoppage occurred, it shall be dropped on that part of the goal area line which runs parallel to the goal –line at the point nearest to where the ball was when play was stopped.**

8. A drop ball shall be in play when it touches the ground.

9. If a player plays the ball before it touches the ground, the referee shall again drop the ball.
**LAW IX – BALL IN AND OUT OF PLAY**

1. The ball is out of play when the whole of the ball completely passes over the goal line or touch line, whether on the ground or in the air, or when the game has been stopped by the referee.
2. The ball is in play at all other times, including:
   A. If it rebounds onto the field from a goal post, cross bar, or corner flag.
   B. If it strikes the referee or assistant referee without leaving the field of play.
   C. If there is an apparent violation, but no signal has been given by the referee.

**LAW X – METHOD OF SCORING**

1. Except as otherwise provided by these Laws, a goal is scored when the whole of the ball passes completely over the goal line, between the goal posts and under the crossbar.
2. The team scoring more goals shall be the winner. If there are no goals, or an equal number of goals are scored by each team, the game shall be a draw.

**NOTES:**

1) A goal may not be allowed if the whole of the ball has not crossed the goal line.
2) If the ball is stopped by an outside agency (i.e. dog, spectator), play shall be stopped.
   a) The game shall be restarted appropriately in accordance with LAW VIII-7, where the ball came into contact with the interference.
   b) A goal may not be allowed if the ball touches an outside agency before entering the goal.
   c) The referee is not an outside agency.
3) The referee may not award a goal unless in a position to observe and be certain that the ball has completely crossed the goal-line, or an assistant referee is in such a position and signals that fact to the referee.

**LAW XI – OFFSIDE**

1. A player is in an offside position if the player is:
   A. nearer the opponents goal line than the ball, .... and ...
   B. not in his own half of the field, .... and ...
   C. closer to the opponents goal line than at least two opponents.
**NOTE:** A player who is even with the second last opponent or with the last two opponents is not in an offside position.

2. The offside offense may only be called against a player who is in an offside position at the moment the ball is last touched or played by a teammate. Offside shall be declared if that player subsequently become involved in active play by:
   A. interfering with play, .... or ....
   B. interfering with an opponent, .... or ....
   C. having gained an advantage by being in that position.

3. A player shall not be declared offside:
   A. merely because of being in an offside position, or
   B. if the player receives the ball directly from
      • a goal kick,
      • a corner kick, or
      • a throw-in.

4. **PUNISHMENT:** If a player is declared offside, the referee shall award an **INDIRECT** free kick to the opposing team subject to the overriding conditions of Law XIII.
   A. The kick shall be taken by an opponent from the place where the offside offense occurred.
   B. The offense occurs where the player is when the teammate played or touched the ball.

**NOTES:**
1) Offside shall be judged at the moment when the ball was last played or touched by a teammate, not at the moment the player in question receives the ball.
2) A player who is not in an offside position does not therefore become offside if he moves forward ahead of the ball or past the next to last defender during the flight of the ball.
3) The offside rule shall not apply to any U-8 division games.

**LAW XII – FOULS AND MISCONDUCT**

1. **Direct Free Kick:**
   A. A Direct Free Kick is awarded to the opposing team if a player commits any of the following six offenses in a manner considered by the referee to be careless, reckless, or involving disproportionate force:
      (1) kicks or attempts to kick:
         (a) an opponent, or
         (b) the ball while in the possession of the goal keeper;
      (2) trips or attempts to trip an opponent; or
      (3) jumps at an opponent; or
(4) charges an opponent; or
(5) strikes or attempts to strike an opponent; including a goalkeeper throwing the ball vigorously at an opponent, or pushing an opponent with the ball while still holding it;
(6) pushes an opponent; or
(7) when tackling, to gain possession of the ball, makes contact with the opponent:
   (a) before contact is made with the ball, or
   (b) on any tackle made from outside peripheral vision (the rear 180 degrees) of the opponent, even if first contact is with the ball.

B. A Direct Free Kick is also awarded to the opposing team if a player commits any of the following three (3) offenses:
   (1) holds an opponent; or
   (2) spits at an opponent; or
   (3) handles the ball deliberately, i.e. carries, strikes or propels the ball with hand or arm (this does not apply to the goalkeeper within his or her own penalty-area),

C. The Direct Free Kick shall be taken by the opposing team from the place where the offense occurred, unless the offense is committed by a player in his opponents' goal area, in which case the free kick shall be taken from any point within the goal area.

D. In the U-8 division, all of the foregoing fouls shall result in an INDIRECT Free Kick.

2. Penalty Kick:
   A. Should a player of the defending team commit one of the above offenses within their own penalty area, a Penalty Kick shall be awarded to the opposing team.
   B. A Penalty Kick can be awarded irrespective of the position of the ball, if in play, at the time an offense within the penalty area is committed.

3. Indirect Free Kick:
   The commission of any of the following offenses will result in the award of an INDIRECT free kick, taken by the opposing team at the point of the offense subject to the overriding conditions of Law XIII:
   A. DANGEROUS PLAY: Playing in a manner that could result in injury to the player or to any other player. "Dangerous Play" is a judgment call. The following examples are not exclusive:
      (1) Raising the foot, in an attempt to play the ball, to the level of another player’s chest or higher when the opponent is in normal position.
      (2) Using a double kick (scissors, bicycle or hitch kick) within playing distance of an opponent.
      (3) Lowering the head to the level of the waist or lower in an attempt to head the ball in the presence of another player.
(4) Playing or attempting to play the ball while lying on the ground within playing distance of another player.

B. CHARGING FAIRLY: (i.e. with the shoulder to the shoulder of an opposing player, when each player has at least one foot on the ground) when the ball is not within playing distance of the players concerned.

C. IMPEDING AN OPPONENT: When not playing the ball, intentionally interposing the body so as to impede an opponent’s movement.

D. FOULS AGAINST GOALKEEPER:

Charging a goalkeeper:

(1) while ball is in goalkeeper-possession …. or …

(2) in the goal area – whether or not the ball is in goalkeeper-possession.

E. IMPROPER CLEARING OF THE BALL BY THE GOALKEEPER: The following rules shall apply to goalkeepers when clearing the ball:

(1) Goalkeepers may run or walk with the ball and take any number of steps while inside the penalty area, as long as there is no excessive delay in clearing the ball.

_The following rules (2) (a), (b) and (c) do not apply in any way to U-8 and U-10 players._

(2) U12 through U19 goalkeepers

(a) The goalkeeper, from the moment he or she takes control of the ball with his or her hands, may take no more six (6) seconds while holding, bouncing or throwing the ball in the air and catching it again without releasing it into play.

(b) The goalkeeper, having released the ball into play may not touch the ball again with his or her hands unless it has been touched or played

i. by a player of the opposing team (either inside or outside) of the penalty-area, or

ii. subject to provision (c) noted below, by another player of the goalkeeper’s team outside of the penalty area.

(c) On any occasion when a player deliberately kicks the ball, or throws the ball on a throw-in to his own goalkeeper:

i. the goalkeeper is not permitted to touch it with his (or her) hands.

ii. If, however, the goalkeeper does touch the ball with his (or her) hands, he (or she) shall be penalized by the award of an INDIRECT free kick to be taken by the opposing team from the place where the offense occurred, and in accordance with the overriding conditions of LAW XIII.

**NOTES:**

1) “Possession” by the goalkeeper is having control, even if only one hand.

2) Charging of the goalkeeper in the goal-area or when the ball is in goalkeeper-possession, or attempting to kick a ball in the goalkeeper’s possession MUST be punished by a caution or ejection, the choice to be subject to the referee’s judgment.
3) If a player impedes the progress of the opposing goalkeeper, in an attempt to prevent him from putting the ball into play, the referee shall award an INDIRECT free kick.

4) If a player places his body between the ball and an opponent without touching it in an endeavor not to have it played by an opponent, he impedes but does not violate LAW XII-3.D while the ball remains within playing distance, and may be fair-charged while playing the ball.

4. Caution - Yellow Card
   A. A caution SHALL be administered:
      (1) If a player enters or leaves the field of play without the referee’s permission.
      (2) If a player persistently violates the Laws of the Game.
      (3) If dissent is shown by words or action with any decision of the referee.
      (4) If a player engages in unsporting behavior. For example: an attempt to prevent a throw-in from being taken, or to prevent a goalkeeper from clearing the ball, or use of inappropriate language or gestures.
      (5) If a player fails to respect the required distance when play is restarted, or otherwise delays the restart of play.

   B. The referee need not stop the game to administer a caution; the advantage clause may be invoked. The caution will be administered as soon as play stops.

   C. If the referee stops the game to administer a caution, the game shall be restarted by an INDIRECT free kick taken by a player of the opposing team from the place where the ball was when the referee stopped the game, subject to the overriding conditions of Law XIII.

   D. A cautioned player may remain in the game or be replaced at the discretion of the coach. If replaced, the cautioned player may return at the team’s next substitution opportunity.

NOTES:

1) If a player leans on the shoulders of another player of his own team in order to head the ball the player shall be cautioned for unsporting behavior.

2) If a player positions his arms to impede an opponent and steps from one side to the other, moving his arms up and down to delay his opponent, forcing him to change course, but does not make “bodily contact” the player shall be cautioned for unsporting behavior.

3) If a goalkeeper intentionally lies on the ball longer than is necessary, the goalkeeper shall be cautioned for unsporting behavior.

5. Send-off – Red Card:
   A. A player will be ejected from the game for:
      (1) violent conduct;
      (2) serious foul play, including:
(a) deliberately handling the ball, thereby denying his opponents a goal, or an obvious goal-scoring opportunity, (other than the goalkeeper within his own penalty-area) and

(b) impeding an opponent who is moving toward his opponent’s goal with an obvious goal-scoring opportunity, by committing any offense punishable by a free kick (or a penalty kick), and thereby denies the attacking team an obvious goal-scoring opportunity.

**NOTE:** Application of provisions (2)(a) & (2)(b) above may be inappropriate for U-8 and U-10 players.

(3) The use of offensive, insulting or abusive language.

(4) An offense requiring a second caution.

B. If the game is stopped to eject the player, no other Law having been violated, an INDIRECT free kick shall be awarded to the opposing team from the point of the offense, subject to the overriding conditions of Law XIII.

**NOTES:**

1) While caution and ejection rules also apply to coaches, it is recommended that play not be stopped merely to administer such caution or ejection. If play is stopped merely to administer such caution or ejection, play is to be restarted appropriately in accordance with LAW VIII-7.

2) Any player, whether he is within or outside the field of play, whose conduct is unsporting or violent, whether or not it is directed towards an opponent, teammate, the referee, an assistant referee or other person, or who uses offensive, insulting or abusive language, shall be dealt with according to the nature of the offense committed.

3) If, when a referee is about to caution a player, and before he has done so, the player commits another offense that merits a caution, the player shall be ejected.

**LAW XIII – FREE KICK**

1. There are two types of free kicks:
   A. **DIRECT:** from which a goal can be scored without being touched by another player, of either team, against the offending team only.
   B. **INDIRECT:** from which a goal cannot be scored unless the ball has been touched by any other player, of either team, before it enters the goal. In the U-8 division all free kicks will be Indirect Free Kicks.

2. When a free kick is being taken by the kicking team **outside their own Penalty Area** (or in the U-8 division outside the Goalkeeper Area),
   A. The ball may be kicked in any direction;
   B. Players of the opposing team
(1) **Should be** at least the following distance from the ball until it has been kicked:

(a) U-8 - six (6) yards  
(b) U-10 - eight (8) yards  
(c) U-12 thru U-19 - ten (10) yards

(2) If requested by either the kicker or referee (in which case a second whistle should be used to restart play), **must be** at least the following distance from the ball until it has been kicked:

(a) U-8 - six (6) yards  
(b) U-10 - eight (8) yards  
(c) U-12 thru U-19 - ten (10) yards

C. The defending players may stand on the goal line and between the goal posts (only) in the case where an INDIRECT Free Kick is being taken on or outside the opponent’s Goal Area, but within less than the following distance from the opponent’s goal:

(1) U-10 - eight (8) yards  
(2) U-12 thru U-19 - ten (10) yards.

3. When a free kick is being taken by the kicking team from **inside its own Penalty Area** (or in the U-8 division the Goalkeeper Area),

   A. all of the opposing players shall remain outside the Area until the ball has been kicked and travels outside of the Area **and** be at least the following distance from the ball until it has been kicked:

      (1) U-8 - six (6) yards  
      (2) U-10 - eight (8) yards  
      (3) U-12 thru U-19 - ten (10) yards

   B. The ball shall be in play when the whole of the ball has left the Area into the field of play.

      (1) If the ball is not kicked beyond the Area, the kick shall be retaken,  
          or  
      (2) If the ball is touched by any player (including the kicker) before it leaves the Area, the kick shall be retaken.

4. In the **U-10 division and older**, any free kick awarded to a defending team **inside its own Goal Area** shall be taken from a point anywhere within the Goal Area in which the offense occurred.

5. In the **U-8 division**:

   A. **for games being played on a U8-sized game field**, any free kick awarded to a defending team **inside its own Goal Area** shall be taken from a point anywhere within the Goal Area in which the offense occurred.
B. for games being played on a full-sized field, with full-sized markings, any free kick awarded to a defending team inside its own Goal Area (or from a point located in front of the Goal Area within twelve (12) yards from the goal line) shall be taken from anywhere within the Goal Area (or from a point located in front of the Goal Area within twelve (12) yards from the goal line) in which the offense occurred.

6. On all free kicks:
   A. The ball is in play when it is kicked and moves, except as noted in Section 3-B above.
   B. The ball must be stationary when the free kick is taken.
7. If players of the opposing side encroach within the distance noted in Sections 2-B and/or 3-A above, the referee may delay the taking of the free kick until the required distance is met. Encroachment is unsporting behavior.
8. Any INDIRECT free kick awarded to the attacking team within its opponent’s goal-area shall be taken from the part of the goal-area line which runs parallel to the goal-line, at the point nearest to where the offense was committed.
9. The kicker may not play the ball again until it has been touched by another player.
   A. PUNISHMENT: For playing the ball twice in succession, an INDIRECT Free Kick is awarded to the opposing team at the point where it was played the second time.

NOTES:

1) To indicate an indirect free kick, the referee shall raise an arm above his head. The referee shall retain the signal until the ball has been played or touched by another player or goes out of play.

2) When a free kick is being taken, players of the opposing team, who do not retire to the proper distance, or attempt to delay the taking of a free kick by encroaching, or dance about or wave their arms in a way calculated to distract their opponents, shall be cautioned for unsporting behavior.

LAW XIV – PENALTY KICK

1. There shall be no penalty kicks in the U-8 division.
2. A penalty kick shall be taken from the penalty-mark.
3. When the penalty kick is taken all players (other than the player taking the penalty kick and the opposing goalkeeper) shall be:
   A. within the field of play,
   B. outside the penalty area,
   C. outside the penalty arc, and
   D. farther from the goal line than the penalty mark.
4. The goalkeeper (who may be changed with another player on the field for the taking of the penalty kick):
A. must remain on the goal-line, between the goal-posts, and may move along the goal-line prior to the kick, but shall not come off the goal-line until the ball has been kicked, and
B. is permitted to move the body or arms – but not in an unsporting attempt to distract the kicker.

5. The ball:
   A. must be kicked forward,
   B. is in play immediately after it has been kicked and moves, and
   C. may not be played a second time by the kicker until touched by another player.

6. A goal may be scored DIRECT from a penalty kick.

7. When a penalty kick is being taken a goal shall not be nullified if, before passing between the posts and under the crossbar the ball touches either or both goal-posts, or the crossbar, or the goalkeeper, or any combination of these, providing that no other violation has occurred.

8. **PUNISHMENT:**
   A. For any **violation** of this Law by the **defending team**:
      1) If a goal is scored, the goal is allowed; but
      2) If a goal is not scored, the penalty kick MUST BE retaken.
   B. For any **violation** of the Law by the **attacking team**:
      1) If a goal is scored, the goal is disallowed and the penalty kick MUST BE retaken; but
      2) If a goal is not scored, play is stopped and an INDIRECT Free Kick is taken by the opposing team at the spot of the violation.
   C. If both teams **violate this law**, the kick is retaken.
   D. If the kicker is guilty of playing the ball twice in succession an INDIRECT Free Kick is awarded to the defending team to be taken from the place where the infringement occurred, unless the offense is committed in the opponent’s goal-area, in which case the free kick shall be taken from a point anywhere within the goal-area, and in accordance with the overriding conditions of LAW XIII.

**NOTES:**

1) When the referee has awarded a penalty kick, he shall not signal for it to be taken, until the players have taken up position in accordance with the law.

2) If, after the kick has been taken, the ball:
   a) is stopped in its course towards the goal, by an outside agent, the kick shall be retaken.
   b) rebounds into play from the goalkeeper, the crossbar or goal post, and is then stopped in its course by an outside agent, the referee shall stop play and restart it with a drop ball.

3) If, after having given the signal for a penalty kick to be taken and before the ball has been kicked, any of the following situations occur, the referee shall allow the kick to proceed.
   a) **The goalkeeper** moves off the goal line. If a goal is not scored, the penalty kick shall be retaken.
b) **A player of the defending team** encroaches into the penalty area, or within ten (10) yards of the penalty-mark (eight (8) yards for U-10 players), or ahead of the ball. If a goal is not scored, the penalty kick shall be retaken.

c) **The player taking the kick** is guilty of unsporting behavior.
   
   (a) If a goal is scored, the penalty kick shall be retaken.
   
   (b) If a goal is not scored, an Indirect Free Kick shall be taken by the opposing team at the penalty mark.

d) **A teammate of the player taking the kick** encroaches into the penalty-area or within ten (10) yards of the penalty-mark (eight (8) yards for U-10 players), or ahead of the ball.
   
   (1) If a goal is scored, the penalty kick shall be retaken.
   
   (2) If a goal is not scored, an indirect free kick shall be taken by the opposing team at the spot of the infraction, or in the case of an infraction by the goalkeeper anywhere within the goal area.

e) **The goalkeeper** moves off the goal line, and **a teammate of the kicker** encroaches into the penalty area, or within ten (10) yards of the penalty-mark mark (eight (8) yards for U-10 players), or ahead of the ball. The penalty kick shall be retaken.

f) **A player(s) of each team** encroaches into the penalty area, or within ten (10) yards of the penalty-mark mark (eight (8) yards for U-10 players), or ahead of the ball. The penalty kick shall be retaken.

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9. **EXTENDED TIME PENALTY KICKS:**

A. When a period is extended to allow a penalty kick to be taken or retaken, the extension shall last until the moment that the penalty kick has been completed, i.e., until the referee has decided whether or not a goal is scored, and the period shall end immediately after the referee has made his decision. After the player taking the penalty kick has put the ball into play, no player other than the defending goalkeeper may play or touch the ball before the kick is completed.

B. On a penalty kick taken after time has expired, the kicker may not play the ball a second time.

C. When a penalty kick is being taken in extended time:
   
   (1) The provisions of all of the foregoing paragraphs, except NOTE 2-B. shall apply in the usual way, and
   
   (2) In the circumstances described in NOTE 2-B. the ball remains alive until it’s momentum is spent, it goes out of bounds, or is retouched by the kicker, even if the ball has rebounded from the goalkeeper, the crossbar or the goal post in the process.

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**LAW XV – THROW-IN**

1. When the whole of the ball has passed over a touch-line, either on the ground or in the air, it shall be put in play by a throw-in in any direction at the point where it crossed the line, by a player of the team opposite to that of the player who touched it last.

2. The thrower,
   
   A. At the moment of delivering the ball, must face the field of play and part of each foot shall be either on the touch-line or on the ground outside the touch-line and part of each foot shall be in contact with the ground, and
   
   B. Shall use both hands, and
   
   C. Shall deliver the ball from behind and over his or her head.

3. All opposing players must remain at least two (2) yards from the thrower until the ball is in play.

4. The ball shall be in play immediately upon entering the field of play after having been released by the thrower, but the thrower shall not again play the ball until it has been touched by another player.

5. A goal may not be scored directly from a throw-in.

6. The Offside Law does not apply at the taking of a throw-in.

7. **PUNISHMENT:**
   
   A. For an improper throw-in, it shall be taken by the other team. The same shall be true if the throw-in is not taken at the point where the ball went out.
B. For playing the ball a second time, an INDIRECT Free Kick shall be taken by the opposing team at the point of the offense.

NOTES:

1) If a player taking a throw-in plays the ball a second time by handling it within the field of play before it has been touched or played by another player, the referee shall award a DIRECT Free Kick.

2) If, when a throw-in is being taken, any of the opposing players dance about or wave their hands in a way calculated to distract or impede the thrower, it shall be deemed unsporting behavior, for which the offender(s) shall be cautioned.

3) If the ball does not enter the field or hits the ground before entering the field, the throw-in is retaken.

4) In a U-8 division game when an improper throw-in is taken, the referee should stop play, explain the proper procedure to the player and allow the throw-in to be retaken.

LAW XVI – GOAL KICK

1. When the ball passes completely over the defending team’s goal-line, and was last touched by an attacking player, and a goal was not scored, it shall be put into play by a kick taken:
   A. by a player of the defending team, and
   B. from a point anywhere within the goal area

   Exception: In the U-8 division the kick shall be taken from anywhere within the defined Goal Area (or from anywhere in front of the goal area and within twelve (12) yards from the goal line on a full sized field with full sized markings.)

2. The Offside Law does not apply at the taking of a goal kick.

3. The ball shall be in play when the whole of the ball has left the penalty area (or in the U-8 division the Goalkeeper Area) into the field of play.
   A. If the ball is not kicked beyond the area, the goal kick shall be retaken, or
   B. If the ball is touched by any player (including the kicker) before it leaves the area, the goal kick shall be retaken.

4. If a player taking a goal kick touches the ball after it has left the penalty area, but before it is touched by another player, an INDIRECT Free Kick shall be awarded to the opposing team. The INDIRECT Free Kick will be taken from the place where the second touch occurred.

5. A goal may be scored directly from a goal-kick, but only against the opposing team.

6. Players of the opposing team shall remain outside the penalty area (or in the U-8 division the Goalkeeper Area), until the ball has left the area.
LAW XVII – CORNER KICK

1. When the ball passes completely over the defending team’s goal-line, and was
   last touched by a defending player, and a goal was not scored, it shall be put
   into play by a kick taken:
   A. by a player of the attacking team,
   B. from the corner of the field nearest to where the ball crossed the goal line.
2. The ball must be placed on or within the Corner Arc.
3. The corner-flag may not be moved by a player for the taking of the corner kick.
4. The Offside Law does not apply at the taking of a corner kick.
5. The ball is in play when it is kicked and moves.
6. A goal may be scored directly from a corner kick.
7. Defending players must remain the distance noted below from the Corner Arc
   until the ball has been kicked and moves.
   A. U-8 - six (6) yards
   B. U-10 - eight (8) yards
   C. U-12 thru U-19 - ten (10) yards
8. If the player taking the corner kick touches the ball a second time before it has
   been touched by another player an INDIRECT Free Kick shall be awarded to the
   opposing team at the point of the offense. The INDIRECT Free Kick will be
   taken from the place where the second touch occurred.