

POLICY MANUAL

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KSC Mission Statement

Klein Soccer Club shall be responsible for the promotion of physical health, mental and emotional growth and to develop, govern and promote the game of soccer at all levels of age and competition.

Furthermore, we shall abide by all the current and future rules, regulations and bylaws mandated by the Timberline Youth Soccer Association (TYSA), South Texas Youth Soccer Association (STYSA) and the United States Youth Soccer Association (USYSA).

KSC Constitution

Dated: June 1994

Meyer Park

Elizabeth Kaiser Meyer Park was conceived by then County Judge Jon Lindsay to link parks together along Cypress Creek preserving green space for future generations. Land for the park was purchased from developer Vincent Kickerillo using Harris County land and conservation funds. KSC and Precinct 3 and later Precinct 4 built the improvements. Most of the park's 172 acres are in the Cypress Creek flood plain.

The first settlers in the Klein area arrived in 1845. This area was known as Big Cypress back then and was later renamed for settler Adam Klein, when a Post Office was established in 1884. Elizabeth Kaiser Meyer, the park's namesake, was the granddaughter of Henrich Kaiser, another early settler.

KSC began in 1976 as a soccer program for children in northwest Harris County. There were 300 youth players, no central fields and no clubhouse. Up until 1980, KSC used various several fields for the program's games and practices. Most of these fields were located behind area schools.

In 1980, KSC signed a field use lease with Harris County Precinct 3, the local government agency in charge of Meyer Park at the time. Eventually, the lease allowed KSC to construct office space on the north side, from which the board of directors could manage the growing soccer program. In 1986, KSC signed an addendum to its lease with Harris County Precinct 4, adding field space on the south side of Meyer Park.

Today, KSC operates a youth soccer program with approximately 4,000 children participating in all levels of play on twenty-eight soccer fields during the fall and spring of each year.

Recreational Team Formation

The following guidelines are intended to provide a balanced, fair, competitive, and enjoyable soccer experience for all players.

The general team formation guidelines are as follows:

- 1) Player's subdivision
- 2) Player's school
- 3) Neighboring subdivision
- 4) Team with the greatest need

Core Player

In order to encourage early registration, KSC allows players who register by the core deadline to automatically return to the team they were on during the most recent preceding Fall season.

If your child does not register by the core deadline, elects not to return to their Fall team, did not play for KSC in the most recent preceding Fall season, or is new to KSC, your child is considered a "pool player" and will be assigned to a team using the general team formation guidelines.

Exception:

U4/U5/U6 age groups and former KSC players who did not play in the Fall season immediately preceding the season being applied for do not have core team privileges. Coring begins at the U7 age group.

1) Registration

All registration forms are accepted independently. Registrations submitted from groups of players with the intent to play together as a team will not be accepted in that context. Such forms will be accepted on an individual basis and will be subject to the team formation policies outlined in this section.

Exception:

Co-Ed U19 teams will be allowed to submit player registrations as a group, to allow a "friends with friends" situation and to promote continuation of play at the older age groups. Forming dominant teams will not be allowed. Teams having an overall goal differential of five (5) goals or greater may be dissolved by a KSC board decision. Except in special circumstances and at the discretion of the KSC Vice President – Team Formation, U16 male players will not be allowed to play in the Co-Ed age group. U15 male or female players will not be allowed to play Co-Ed.

Just registering does not guarantee being placed on a team. Players will not be placed on a team until the registration fee has been paid. Generally, registrations will be accepted until the teams are full or the second weekend of play has been completed.

2) Requests

Parents are allowed to submit requests for specific team placement when registering their child. Such requests will be reviewed, considered, and decided upon by the Vice President – Team Formation, or a designated representative. Requests will be considered for reasonableness and in accordance with KSC's recreation team formation guidelines outlined below and at the beginning of this section.

- a) All requests are to be made through online registration. Requests made on paper registration forms and turned into the office will not be entered or honored.
- b) All requests to play with a team that finished in the top three positions of the two most recent seasons will not be honored.
- c) If the request is based on carpool reasons, you may be required to provide proof.
- d) Denied requests may be appealed by the parent(s) in writing to the Vice President-Team Formation's Appeal Committee. The decision on the appeal is final.
- e) Player placement requests and appeals from anyone other than the parent(s) of the child involved will not be accepted.

3) Returning Teams

For the Spring season and/or immediate subsequent Fall season, your child will return to his/her Fall team **unless**:

- a) Your child's Fall team was dissolved by a KSC board decision for:
 - 1. having an average overall goal differential greater than five (5) goals per game in the U10 and older age groups and seven (7) goals per game in the U7-U9 age groups. These teams likely won a majority of their matches in a lop-sided manner. The players may be distributed to other teams within the age group for the Spring season. (This rule will also apply to teams from the Spring season. These players may be distributed to other teams within the age group for the next Fall season.

Or

 - 2. Observed unsporting behaviors or inappropriate interaction exists among the parents, players or coaches. These teams may have required Board actions which include:
 - a. observations at games
 - b. Suspensions of coaches, players or team parents.
 - c. Other meetings involving coaches or team parents.
- b) You indicate on your child's registration form not to return to your fall team.
- c) Your child's Fall team does not form because not enough players returned to it in the Spring season.
- d) Your child does not register by the core deadline.

4) Players playing out of their age group

- a) Parent(s) may request their child play in an older age group. The request is to be made in writing to the Vice President – Recreation Team Formation before the season of play.

Decisions on such requests will be made by the Vice President – Recreation Team Formation on a case by case basis, but are generally only allowed in the following situations:

- 1) The player has an older sibling playing on a KSC team no greater than one age group ahead of the play up's proper age group.
- 2) The player has demonstrated extraordinary dominate field play in his/her proper KSC age group.

If the request is granted, the child will advance through KSC's DIV IV/III age divisions with the older age group unless the child's parent(s) make a written request to the Vice President – Recreation Team Formation to return their child to the appropriate age division.

- b) No player may play in a lower or younger age division without approval from TYSA. Any team with an approved "play down" player will not be eligible for TYSA or STYSA post season play.
- c) Players with birthdays in August will have the option of playing in the age group of their normal school grade, (September 1st through August 31st), or in the age group of their soccer birth year, (August 1st through July 31st).

5) Coed

The coed program is for U17-U19 players, however U16 female players may request the KSC Vice President – Recreation Team Formation, at his/her discretion, to allow them to participate in the program. Players on high school teams, (UIL/TAPPS), teams may play coed at KSC. Players registered on other recreation, Division II, Super II, Division I, or Premier League teams are not eligible to play coed at KSC.

All teams participating in the KSC coed program must be registered with KSC. There is no inter-club play between KSC and other clubs.

There will be up to 18 players per team. It is recommended that a team have equal number of boys and girls. The Vice President – Recreation Team Formation has two options when forming coed teams. The first is accepting an entire already formed team, i.e. - teams formed by at a high school or by a specific high school activity. The second is to group individual player registrations together.

KSC Play Policies

1) Player Participation

- a) As stated in the TYSA Policy and Procedures manual ("the Red Book"):

TYSA requires significant participation in each match by each eligible player in Super II and Divisions II, III and IV. Significant participation is defined as playing fifty percent (50%) or more in each game, including all regular season games, scrimmages, tournaments and playoffs, but excluding exceptions granted by STYSA.

KSC fully supports this policy and strongly encourages coaches to play players more than the minimum. Each coach must review the TYSA Rules regarding Minimum Play.

- b) Coaches must invite all players from their current season roster, or if between seasons, their most recent season roster, to every game and practice in which the team participates, including tournaments and post season play-offs.
- c) No child may be denied playtime for disciplinary reasons without the parent of the player being notified in advance of the disciplinary action taking place.

2) Shin guard Policy

All players are required to wear age appropriate shin guard protection at all times during practices and games.

3) Sideline Policy

Coaches and players will be on one side of the field, defined as the technical touchline. Coaches from each team should not cross the halfway line during the game to coach, or coach from between the top of the penalty area to the goal line.

For small sided games, (U4-U11), the technical touchlines are defined by the space between the two fields of play. This area is reserved for coaches and players only.

Parents, fans, and other spectators will observe the match from between the penalty areas on the touchline directly opposite the half of the technical touchline their team occupies.

For U4-U6 small sided games only, spectators may observe matches from the end lines.

Only two adults per team may be on the technical touchline and must have their Adult Participation Pass with them.

4) Injury Protection Equipment/Jewelry

The referee has the final say on whether or not to allow a player to participate in a game while wearing injury protection equipment. As a general rule, equipment that can cause injury to other game participants, such as, (but not limited to), hard casts, (regardless of the degree of padding) and braces with metal, are not allowed. Orthopedic braces must be covered by the manufacturer's cover or by ½-inch padding at all times. No jewelry is allowed. Exception: earring studs on recently pierced ears as long as they are covered by tape.

5) Home Team

The home team is the first team listed on the game schedule and will have its choice of a side of the technical area.

6) Jersey Color Conflicts

The referee will determine if there is a jersey color conflict. Color conflicts will be resolved by the home team. There are "pennies" at the game day referee table located between the clubhouse and field #1 for this purpose.

7) Matches Called Due to Weather

Club officials and/or referees may end a match early due to dangerous weather conditions. If the match is ended prior to the end of the first half, the match can be rescheduled. If the match is ended during halftime or later, the score at that point stands and the match will not be rescheduled.

U13 Through U16 Rules of Play

General: FIFA laws of the game apply except as follows:

1) Number of Players

Each team shall play with a minimum of seven (7) players, but may have no more than eleven (11) players on the field, including a goal keeper.

2) Size of the Teams

The maximum number of players per team shall be sixteen (16).

3) Substitutions

Unlimited substitutions may be made at the following times with the prior approval of the referee:

- a) On a throw-in by the team in possession
- b) On a goal kick by either team
- c) After a goal by either team
- d) After stoppage of play for an injury by either team
- e) At half time by either team
- f) After a caution for the player receiving the caution

4) Ball

U13-U16, Size #5

5) Length of Game

U13-U14, two (2) thirty-five (35) minute halves

U15-U16, two (2) forty (40) minute halves

6) Player Participation

Coaches must play each registered player present for a game at least 50% of the game unless unable to do so because of that player's illness, injury or for disciplinary reasons. In the event a player is present but will not be playing, the coach must inform the referee, opposing coach, and parent(s) of the player as to the reason that player will not participate.

7) Forfeits for too few players

The referee shall declare a forfeit if a team does not have at least seven (7) players on the field ready to play within a reasonable time after the game was scheduled to start.

8) Team Practice Time Limit

At anytime during the year, three (3) hours per week, usually two (2) one and one half (1 ½) hour practices. This limitation applies regardless of where the practice takes place. Scrimmages count as practice.

U11/U12 Rules of Play

GENERAL: FIFA Laws of the Game apply except for the following:

1) Number of Players

Each team shall play with no more than eight (8) players on the field at a time, including a goalkeeper.

2) Player Participation

Coaches must play each registered player present for a game at least 50% of the game unless unable to do so because of that player's illness, injury or for disciplinary reasons. In the event a player is present but will not be playing, the coach must inform the referee, opposing coach, and parent(s) of the player as to the reason that player will not participate.

3) Substitutions

Unlimited substitutions may be made at the following times with the prior approval of the referee:

- a. On a throw-in by the team in possession
- b. On a goal kick by either team
- c. After a goal by either team
- d. After stoppage of play for an injury by either team
- e. At half time by either team
- f. After a caution for the player receiving the caution

2) Size of Teams

The maximum number of players per team shall be twelve (12).

Effective 9/1/2008 (U10) – The maximum number of players per team shall be ten (10).

3) Forfeits for too few players

The referee shall declare a forfeit if a team does not have at least six (6) players on the field ready to play within a reasonable time after the game was scheduled to start.

Effective 9/1/2008 (U10) – The referee shall declare a forfeit if a team does not have at least four (4) players on the field ready to play within a reasonable time after the game was scheduled to start.

4) Ball

Size #4

5) Goals

Between 18-21 feet wide by 6-7 feet high.

6) Fields

- a. **Size:** 40-60 yards wide by 60-80 yards long.
- b. **Center Circle:** 8 yards in radius.
- c. **Penalty Area:** 14 yards by 35 yards.
- d. **Goal Area:** 6 yards by 19 yards
- e. **Penalty Spot:** 9 yards and perpendicular from the midpoint of the goal line.
- f. **Penalty Arc:** 8 yard radius from the penalty spot.

7) Length of Game

Pending STYSA GBM, July 2007

8) Team Practice Time Limit

At anytime during the year, three (3) hours per week, usually two (2) one and one half (1 ½) hour practices. This limitation applies regardless of where the practice takes place. Scrimmages count as practice.

Practice time limitations do not include the KSC Academy or Rec + Programs.

U9/U10 Rules of Play

General: FIFA laws of the game apply except as follows:

1) Size of Team

The maximum number of players per team is ten (10) per team.

2) Number of Players

Each team during a game shall play with no more than six (6) players on the field at a time including a goal keeper.

3) Player Participation

Coaches must play each registered player who is present at least 50% of the game unless unable to do so due to player's illness or injury or for disciplinary reasons. In the event that a player is present but will not be playing, the coach must inform the referee, the opposing coach, and the parent(s) of the player as to the reason that the player will not participate.

4) Substitutions

Unlimited substitutions may be made at the following times with the prior approval of the referee:

- a) On a throw-in by the team in possession
- b) On a goal kick by either team
- c) After a goal by either team
- d) After stoppage of play for an injury by either team
- e) At half time by either team
- f) After a caution for the player receiving the caution

5) Forfeits for too few players

The referee shall declare a forfeit if a team does not have at least four (4) players on the field ready to play within a reasonable time after the game was scheduled to start.

6) Ball

Size #4

7) Goals

18 feet wide by 6 feet high

8) Fields

- a) **Size:** 30 to 50 yards wide by 40-60 yards long.
- b) **Center Circle:** 7 yards in radius
- c) **Penalty Area:** 12 yards by 25 yards
- d) **Goal Area:** 4 yards by 16 yards
- e) **Penalty Spot:** 8 yards and perpendicular from the midpoint of the goal line.
- f) **Penalty Arc:** 7 yard radius from the penalty spot.

9) Length of Game

Two twenty-five (25) minute halves.

10) Offside

FIFA Law 11-Offside, shall apply

11) Penalties for Fouls

FIFA Law 12-Fouls and Misconduct, shall apply

12) Throw-Ins

FIFA Law 15 – The Throw-In, shall apply on all throw-ins.

13) Goal Kicks

Goal kicks will be taken by the defensive team any time the ball crosses the goal line when last touched by a player on the offensive team and a goal is not scored. Goal kicks may be taken from any point within the goal area.

14) Restarts

All dead ball restarts follow FIFA Laws of the Game

15) Team Practice Time Limit

At anytime during the year, three (3) hours per week, usually two (2) one and one half (1 ½) hour practices. This limitation applies regardless of where the practice takes place. Scrimmages count as practice.

Practice time limitations do not include the KSC Academy or Rec + Programs.

U7/U8 Rules of Play

General: FIFA laws of the game apply except as follows:

1) Size of Team

Effective 9/1/2011 (U7/U8) – The maximum number of players per team shall be ten (10).

2) Number of Players

Effective 9/1/2011 (U7/U8) – Each team shall play with no more than six (6) players on the field at a time, including a goalkeeper..

3) Player Participation

Coaches must play each registered player present for a game at least 50% of the game unless unable to do so because of that player's illness, injury or for disciplinary reasons. In the event a player is present but will not be playing, the coach must inform the referee, opposing coach, and parent(s) of the player as to the reason that player will not participate.

4) Substitutions

Unlimited substitutions may be made at the following times with the prior approval of the referee:

- a) On a throw-in by the team in possession
- b) On a goal kick by either team
- c) After a goal by either team
- d) After stoppage of play for an injury by either team
- e) At half time by either team
- f) After a caution for the player receiving the caution

5) Forfeits for too few players

Effective 9/1/2011 (U9) – The referee shall declare a forfeit if a team does not have at least four (4) players on the field ready to play within a reasonable time after the game was scheduled to start.

6) Ball - Size #3

7) **Goals:** Between 15-21 feet wide by 5-7 feet high.

8) Fields

- a. **Size:** 40-80 yards wide by 60- 80 yards long.

- b. **Center Circle:** 8 yards in radius
- c. **Penalty Area:** 14 x 30 yards
- d. **Goal Area: 6 x 19 yards**
- e. **Penalty spot:** 9 yards and perpendicular from the midpoint of the goal line.
- f. **Penalty arc:** 8 yards radius from the penalty spot.

9) Length of Games

Two 25 minute halves

10) Scoring/Standings

Game sheets should be provided by the home team and given to the visiting team for completion of their half, then given to the referee.

11) Coaches on the Field

Coaches shall not enter the field during the match except at the request of the referee.

12) Start of Game/Quarter

Each quarter shall begin with a kick-off. The home team will kick off to start the first and third quarters, the visiting team will kick off to start the second and fourth quarters. Players will switch sides at halftime.

13) Penalties for Fouls

- a. All fouls shall be penalized with indirect kicks.
- b. From the point of taking an indirect kick or corner kick, opponents shall not be any closer than five (5) yards.

14) Offside

There shall be no offside; however, no player may play in an obvious offside position in front of or near the goal such as a designated scorer.

15) Throw-ins

A throw-in will be taken by the opposing team when the whole of the ball crosses the sideline after last being touched by a player. For each occasion of an initial throw-in, if there is a violation of FIFA Law 15 – The Throw-In, the opposing team shall be awarded the throw-in instead.

16) Corner Kicks

Corner kicks will be taken by the offensive team any time the whole of the ball crosses the end line when last touched by a player on the defensive team.

17) Goal Kicks

Goal kicks will be taken by the defensive team any time the whole of the ball crosses the goal line when last touched by a player on the offensive team. Goal kicks may be taken from any place along the end line.

18) Restarts

All dead ball restarts, (kick-offs, penalty kicks, goal kicks, corner kicks), are indirect kicks.

20) Team Practice Time Limit

At anytime during the year, three (3) hours per week, usually two (2) one and one half (1 ½) hour practices. This limitation applies regardless of where the practice takes place. Scrimmages count as practice.

Practice time limitations do not include the KSC Academy Program.

U4/U5/U6 (Pre-K/K) Rules of Play

General: FIFA laws of the game apply accept as follows:

1) Size of Team

The maximum number of players per team is ten (10).

Games will be played on one field with 5 versus 5

2) Number of Players

Each team shall play no more than five (5) players on the field at a time. There shall be no goalkeeper.

3) Player Participation

Coaches must play each registered player present for a game at least a combined 50% unless unable to do so because of that player's illness, injury, or for disciplinary reasons. In the event a player is present but will not be playing, the coach must inform the opposing coach, and the parent(s) of the player as to the reason the player will not participate

4) Forfeits for too few players

Provided at least three (3) players from each team are present at game time, the coaches shall insure at least one of the Dual Field games is played by sharing players.

5) Ball

Size #3

6) Goals

Approximately 6 feet wide by 4 feet tall.

7) Fields

- a. **Size:** 15-20 yards wide by 20-30 yards long
- b. **Center Circle:** 3 yards in radius
- c. **Penalty Area:** none
- d. **Goal Area:** none

8) Length of Games

Four (4), eight (8) minute quarters. There shall be a two (2) minute break between quarters one (1) and two (2) and between quarters three (3) and four (4). There shall be a half-time break of five (5) minutes between quarters two (2) and three (3).

9) Scoring/Standings

Game sheets are not required as neither game scores nor overall standings will be recorded.

10) Coaches on Field

Coaches are allowed on the field only to facilitate play and keep time.

11) Start of Game/Quarter

Each quarter shall begin with a kick-off. The home team will kick off to start the first and third quarters, the visiting team will kick off to start the second and fourth quarters. Players will continue to play in the same direction throughout the game.

12) Penalties for fouls

- a. There shall be no penalty shots.

- b. All fouls will be penalized with indirect kicks.
- c. From the point of taking an indirect kick or corner kick, opponents shall not be any closer than three (3) yards.

13) Offside

There shall be no offside. However, play shall be in the spirit of the game. Players lined up as designated scorers in an offside position shall be discouraged.

14) Throw-ins

A throw-in will be taken by the opposing team when the ball crosses the sideline after last being touched by a player. Throw-ins will be taken without regard to FIFA Law 15 – The Throw-In.

15) Corner Kicks

Corner kicks will be taken by the offensive team any time the ball crosses the end line when last touched by a player on the defensive team.

16) Goal Kicks

Goal kicks will be taken by the defensive team any time the ball crosses the goal line when last touched by a player on the offensive team and a goal is not scored. Goal kicks may be taken from any place along the end line.

17) Restarts

All dead ball restarts, (kick-offs, penalty kicks, goal kicks, corner kicks), are indirect kicks.

18) Team Practice Time Limits

At anytime during the year, one (1) hour total per week.

KSC COED Rules

Philosophy

The coed program was created to allow U17-U19 players to continue to play soccer in a relaxed, fun, safe environment.

Guest Players

Teams must register their players' numbers and **ALL** extra numbers with the club prior to the first game. (This is to prevent guest players from being issued a jersey.) Use of guest players such as overage, unregistered, or select players is a serious violation of the rules that coaches will be held accountable for. Guest players are typically used to give a team an advantage or to replace members who cannot make games due to a conflict. This is an unacceptable practice. The risk for playing uninsured and unregistered players is great. It puts the coach, the club and the county at great legal risk should an incident occur. **No player from one coed team may guest play on another.**

A guest player is any player that is not registered to your team. KSC does not allow guest players except for the following:

Players will be allowed to register during the season and pay a pro-rated registration fee. The decision to allow late registrants will be up to the Vice President – Recreation Team Formation on a case by case basis. The primary factor will be a team's need for players.

COACHES PENALTY FOR VIOLATIONS OF GUEST PLAYER POLICY

1st Offense (Per season):

Written reprimand from the Vice President - Operations. \$7.50 fee per player/per game violation. The fine is required to be paid prior to the next match or the team will not be allowed to play.

2nd Offense:

Written reprimand from the Vice President - Operations. \$25 fee per player/per game violation. The fine is required to be paid prior to the next match or the team will not be allowed to play.

3rd Offense:

Grievance filed by KSC against the coach to be heard by the KSC D&P Committee.

PLAYER PENALTY FOR VIOLATIONS OF GUEST PLAYER POLICY

1ST Offense (Per Season):

Written reprimand from the Vice President – Operations. If the player chooses to register with KSC on a pro-rata basis, there would be no reprimand.

2nd Offense:

The player will not be allowed to participate for the remainder of the season. Each case will be examined individually by the KSC D&P Committee for further action.

Coach

Each team must have a coach at least 25 years of age to monitor games and practices.

Rules

FIFA rules apply except for the following.

1. PLAYERS ON THE PITCH

There must be an equal number of girls and boys on the pitch at any time, except for the keeper who can be either sex. Minimum number of players is 7 (seven). More girls may be on the pitch than boys but not more boys than girls. **Exception:** If a team loses a girl player to an injury or card, resulting in

more boy players than girl players on the field, and there are no girls to use as a substitute, the team does not have to remove a boy player from the field of play. (They cannot replace the girl player with a boy player however.) The maximum number of boys on the pitch at any one time is 6 (six). **All players must play at least 50% of the match.**

2. SLIDING

No sliding is allowed at any time.

EXCEPTION - The keeper may slide to prevent a score while in pursuit of the ball.

If a player does slide, the referee will give a verbal warning. For the second offense the player is sent off for 10 minutes. A third offense is a yellow card and another, 10 minute send off. In the event of a send off, the player may be substituted for.

3. GOAL SCORING

Individual boy players are allowed to score a maximum of two goals per game. After the player has reached his maximum he may remain in the game but cannot score any longer. Girls have no limit on the number of goals they can score and each goal counts as two. Ties stand; there are no overtime periods or shootouts.

4. GAME TIME

There are two (2) 40-minute halves and a ten-minute halftime. A team failing to produce enough players within 15 minutes of the scheduled start of the game shall forfeit the match.

5. FOULS

Regulation fouls apply.

EXCEPTION - Boys may play boys equally and girls can play girls equally however no boy may use his physical strength to overpower a girl player. He is to play to her physical level. This is for player safety and is strictly enforced.

6. RED CARDS

A player receiving a red card must immediately leave the pitch in the match he receives the red card in, and will be ineligible to participate in his/her team's next match.

A team losing a player to a red card may substitute for the sent off player.

7. PENALTY KICKS

Penalty kicks may be taken by either a boy (counts as one goal) or girl (counts as two goals).

8. STOPPAGE OF PLAY

If there is a stoppage of play requiring a drop ball, two girls must take the drop ball.

8. UNIFORMS

All teams should wear their issued uniforms. Modifications to the uniform set in the form of alternative shorts and socks that match the issued uniform are allowed.

KSC Discipline & Protest (D&P) Policies

KSC has a D&P Committee charged with investigating and ruling on any game forfeits, protests, grievances, appeals and disciplinary matters within the Club's jurisdiction. The Committee is chaired by the Vice President – Operations and consists of appointed members, subject to KSC Board approval, for a 1 (one) year term, beginning each September. STYSA Discipline, Protest, Grievance and Appeal Procedures apply with except as refined below.

- a. A **grievance** is a complaint which is not a protest or an appeal, but in the opinion of the complainant is a violation of KSC, TYSA, STYSA, USYSA or USSF Constitution, By-Laws or Rules and Procedures. Grievances will not be considered over allegations of violations of FIFA Laws of the Game or matters of referee judgment. No grievance shall be allowed on an action which occurred more than 6 (six) months prior to the filing of the grievance. Grievances should be sent in writing to the Vice President – Operations.
- b. A **protest** is related to a specific game and is filed by one of the involved team officials. Only those teams involved are permitted to protest a game result. Protests, on a specific game, cannot be filed by third parties, such as parents, coaches of other teams or KSC officials. A protest will not be considered when based upon a judgment call of a referee. Notice of a protest must be sent in writing to the Vice President – Operations, within 72 hours after the game being protested ended.

If the protest involves a) fields or grounds, b) goals or goalposts, c) referees or assistant referees, or d) timing of the game (e.g., late start), it must be lodged with the referee before the game begins.

If the protest involves an obvious error in the application of the Laws of the Game that directly affects the outcome of the game, other than a judgment call of a referee or a violation by a team or its coach of a published STYSA, TYSA, or KSC rule, it must be lodged with the referee before leaving the game site.

- c. Sections 4.9.4 and 4.9.5 of the STYSA Discipline, Protest, Grievance and Appeal Procedures deal with **Penalty Points** and disciplinary action for their accumulation. The D&P Committee chairman shall review all disciplinary action due to penalty points and may render a preliminary decision for additional disciplinary action to that outlined by STYSA procedures. The disciplined party must be notified in writing of the additional discipline decision and informed they have ten (10) days from receipt of the decision in which to request a hearing. An open hearing on the additional discipline only will be promptly scheduled upon request. If an open hearing is not requested by the disciplined party, the preliminary decision shall become final and is not subject to appeal.

There shall be no grievance/protest/hearing fees.

The D&P Committee Chairman shall review any grievance/protest filing along with the relevant rule(s) for form. A filing may be denied without a hearing for non-compliance. The requesting party must be notified in writing of the denial, the reason for the denial, and that no further action will be taken.

When a matter has been properly filed, the D&P Committee chairman may render a preliminary decision. The requesting and accused parties must be notified in writing of the decision and informed they have ten (10) days from receipt of the decision in which to request a hearing. An open hearing will be promptly scheduled upon request. If an open hearing is not requested by either party, the preliminary decision shall become final and is not subject to appeal.

During the KSC End of Season Tournament, no protests of any kind are allowed.

KSC Referee Policy

Referees must be USSF registered in the current year. Evidence of the referee's current registration status must be supplied to the Vice President - Referees before the referee will be allowed to officiate any matches. Referees who are the age of 18 or older must have a KidSafe Pass to referee games at Meyer Park. Referees age 17 and below must have a parent permission slip in order to referee games at Meyer Park. Permission Slips are available online at www.kleinsoccerclub.org.

All referees must wear the proper yellow uniform top. No black or fuchsia tops.

Pay vouchers over \$25 may be turned in during weeks 2, 4, 6, 8, & 10 of the season. No vouchers under \$25 will be accepted. There are different colored vouchers for games for pay and referee candidacy games.

Referees will not be allowed to officiate age & gender groups in which they themselves play or have a child playing.

Referees who do not show up for their scheduled games without prior notice to the Vice President – Referees, will not be assigned new games for pay or referee candidacy until they work two free games for every game missed.

Schedules

Regular Season Schedules

KSC will schedule all U4-U10 DIV IV games, and all Coed U19 games. TYSA will schedule all U11-U16 DIV III games. Each Fall season, KSC will attempt to have nine (9) to ten (10) weekends of play from early September through mid November.

Each Spring season, KSC will attempt to have nine (9) to ten (10) weekends of play from mid February through late April. Typically Easter weekend and the weekend after the Klein ISD Spring Break have no play.

Regular Season Game Reschedule Guidelines

All U11-U16 reschedule requests must go through TYSA.

All U7-U10 and Coed regularly scheduled KSC games may only be postponed or rescheduled by the Vice President - Scheduling.

There is no need to contact the Vice President – Scheduling for single game reschedule requests in the U4-U6 age groups. Coaches are free to work out a mutually agreeable date and time with each other that does not conflict with other games scheduled on the U4-U6 fields.

Only one reschedule request per team will be considered per season. A game will only be rescheduled if the team requesting the reschedule would not have the minimum number of players available to field a team for the age division.

- The Vice President - Scheduling must be notified in writing, or via e-mail, using the KSC Game Reschedule Request Form, at least **ten (10) days** before the regularly scheduled game in conflict that there is a conflict and why. The reschedule form can be found either on the KSC website at www.kleinsoccerclub.org, or at the clubhouse.
- Acceptable conflicts are community, school or Church related functions. No game will be rescheduled unless the KSC Game Reschedule Request Form has the reason for the conflict, and is signed by both coaches.
- If one team does not agree to a reschedule and shows for the originally scheduled game while the other team does not, then the team present will be declared a 3-0 winner by forfeit. Coaches are encouraged to work together to find a mutually acceptable time with the VP of Scheduling.

If a team forfeits two or more games in a season, for any reason, the coach and team may be subject to KSC Discipline & Protest Committee action.

Schedule Re-lighting

Approximately halfway through each Fall or Spring season, teams in the U7 through U10 age groups will be re-lighted by the Vice President – Scheduling and Vice President - Scorekeeping, based on game results from the first half of the season.

This process attempts to bracket teams of similar strengths. New game schedules for the remainder of the season will be released.

Scorekeeping

Game Reports

U7-U10 and Coed

Each home team shall provide a game report sheet to the visiting coach with sufficient time for each coach to complete the following required information:

- List of all registered player's names and jersey numbers.
- List team numbers, coach's proper names.
- Note date, time and field number.
- The winning team, or in case of a tie the home team, turns in the score sheet to the mailbox by the clubhouse marked Scoresheets. Score sheets should be turned into KSC within one week after the completion of the game or the game will be scored a 0-0 double forfeit.

U11-U16

Follow TYSA procedures outlines at <http://www.timberlinesoccer.com/>.

Standings

KSC will track standings each Fall and Spring season for the U7-U10, and Coed age groups. TYSA will track standings in the U11-U16 age groups. No standings will be kept for the U4-U6 age groups. Standings are only kept in the U7-U8 age groups to re-bracket after 5 games.

Forfeits

A team intentionally forfeiting a game is subject to disciplinary action. The score of a forfeited game will be recorded as a 3-0 win for the other team. Final judgment on whether a game is to be scored a forfeit will be made by the KSC Discipline & Protest Committee.

Score Corrections

U7-U10 and Coed

If a team believes a game score has been entered into the standings incorrectly, the coach may submit a Score Correction Form to the Vice President – Scorekeeping for investigation. The Form must be completed by the coach, no e-mail or phone call inquiries will be investigated. Score Correction Forms are available at the KSC clubhouse or on the KSC website through the Forms link at www.kleinsoccerclub.org.

U11-U16

Follow TYSA procedures outlines at <http://www.timberlinesoccer.com/>.

KSC General Policies

1) KidSafe / Adult Registration

STYSA Rules require all adults over the age of 17 involved with Klein Soccer Club clear a background check prior to participation. The KidSafe Program was implemented in 2002

to provide parents with a measure of security regarding the adults to whom they are entrusting their children. .

For 2007 – 2008, the Adult Participation Pass/ Background Check process will be finalized at the STYSA Governors Board meeting in July 2007.

2) Professional Training of Division IV Recreational Players

No professional training of Division IV recreational players will be allowed by KSC affiliated select clubs/independent teams and/or their trainers during the Fall and Spring seasons of play, (including Spring Break). This includes paid and unpaid training, and applies regardless of where the training takes place. No paid team training by anyone is allowed regardless of where the training takes place.

Exceptions - KSC Academy and Rec + Programs

- 3) A KSC recreation coach or team representative may not invite players from other recreation teams to practice with the coach's team unless the players are guest players for the coach's team preparing for an invitational tournament.
- 4) Select club teams/independent teams may not scrimmage against/with KSC Division IV recreation players at any time during the year, regardless of the number of players on each team during the scrimmage.

KSC Select Club/Independent Team Policies

There are three levels of competitive soccer as well as our recreational program. Competitive soccer emphasizes competition among players of similar abilities.

In an effort to support and promote competitive soccer, KSC recognizes "Select Clubs" and "Independent Select Teams" playing in the levels of competition sanctioned by STYSA.

Select Clubs are defined as incorporated, non-profit organizations composed of soccer teams properly registered through USYSA. Independent Teams are defined as teams that are not part of a select club, but are registered through USYSA. Independent Select Teams may not affiliate themselves together in groups of more than two teams and along with the teams of the Select Clubs must also meet the affiliation requirements of KSC as follows:

Premier League, Division I, Super II, and Division II:

1. All players and coaches must be in "good standing" with KSC.
2. All teams must comply with the registration requirements of KSC.
3. All teams must comply with the team formation policies of TYSA for Division II, Eastern District Super II for Super II and Eastern District Division One Association (EDDOA) for Division I.
4. A maximum of four (4) U-10 players, as defined by STYSA Rules and Procedures Player/Coach Registration rule 3.4.2.1, may be placed on any U-11 or older team.
5. New U-11 Fall team tryouts may not begin until the first Monday each May before the Fall season.
6. New U-12-U19 Fall team tryouts may not begin until the Tuesday after Memorial Day before the Fall season.
7. All teams registering with KSC must have a minimum of 14 players on their roster for U12 and older teams, 11 players on the roster for U11.

Select Clubs or Independent Select Teams may elect to seek additional affiliations with organizations or individuals for their mutual benefit. They do so by their own agreement and without the endorsement or obligation of KSC. KSC will not interfere with the operating terms or conditions of those agreements. The Select Clubs and Independent Select Teams will remain accountable to KSC and be responsible for their own teams, coaches, players, and associated organizations or people. KSC reserves the right to judge the "standing" of each Select Club, Independent Select Team, coach, trainer, player or associated organization or person with reference to their compliance or non-compliance with KSC, TYSA, EDDOA, STYSA and USYSA rules, policies, and procedures.

KSC has approved affiliation with the following select clubs:

Texas Soccer Club (TSC)

- **Texans (Boys)**
- **Challenge (Girls)**

These clubs are authorized to conduct tryouts and to form teams at Meyer Park on fields provided by KSC.

Because of a rapid increase in the number of independent teams and the inability of KSC to directly manage them, the KSC Board of Directors has implemented the following:

1. KSC will affiliate with only one boy and one girl independent team per age group. The coaches and trainers for these teams will be approved by vote of the Board of Directors, upon the recommendation of the Vice President - Select Coaches.

There may be exceptions to these limitations. Exceptions to this policy must be recommended by the Vice President – Select Coaches and approved by vote of the KSC Board of Directors.

2. Independent teams must complete and submit an **Independent Select Team Request Form** to the Vice President – Select Coaches at least one (1) month prior to presenting the request at a KSC Board of Directors meeting. There is no automatic rollover approval of independent affiliation from a prior Fall/Spring season to the current Fall/Spring season. All KSC affiliated independent teams from prior seasons must complete the request form before each Fall season, or Spring season if they are only playing in the Spring. These teams will not be required to present their request at a KSC Board of Directors meeting unless directed to by the Vice President – Select Coaches.
3. Approved affiliations last for the following Fall and Spring seasons after a Fall season request or the following Spring season after a Spring season request.

KSC Select Club/Independent Team Recruiting

1. There will be no direct recruiting contact between KSC registered Division IV recreation players and select club or independent team representatives. This does not pertain to normal social or recreational soccer interaction between a parent/coach/trainer/select club representative/independent team representative and the KSC registered player.
2. KSC will not give out home mailing addresses or telephone numbers of KSC registered players, parents, and coaches.
3. Except as outlined below, KSC affiliated select clubs and independent teams may not send representatives to watch KSC recreation games for the purpose of observing and identifying potential players for their programs.

Except as outlined below, select club/independent team representatives may not discuss their programs with KSC parents and coaches.

4. During weekends in October, and from the beginning of the Spring season through the last weekend beginning in March, KSC affiliated select clubs and independent teams may send representatives to watch KSC U9/U10 recreation games for the purpose of observing and identifying potential players for their programs. These representatives may not observe games from the touchlines, but may observe from several yards behind the goal line.

During these time periods and while at Meyer Park, select club/independent team representatives may discuss their programs with KSC parents and coaches.

5. See the KSC General Policies section for additional select/independent team information.

Other KSC Programs

1) Academy Program

KSC, along with its affiliated select clubs, are committed to improve the availability and effectiveness of professional skills and technical training for our recreational players. The KSC Academy Program is available for U7-U16 recreation players. (In the U11-U16 collective age group, there must be at least ten total players signed up or no sessions will be held.)

This program will allow each player to choose a select club Academy of his/her choice. Each select club will set their Academy's dates, times, and locations, allowing one session per week for ten weeks. Players may enroll in more than one select club Academy or multiple academies from the same select club. No games will be played between the Academies.

Registration forms for boys Academies presented by Texans Soccer Club and **Challenge Soccer Club** are available at the KSC clubhouse or on each select club's website.

To register, complete the Academy registration form of your choice and return it to the club holding the Academy. Refunds are available in full through the second week of the Academy payable by the select club you registered with.

UNIFORM/EQUIPMENT POLICY

Each year KSC strives to give our membership the most out of their investment in the club. Uniforms are included in your registration fee and all teams should use their KSC provided uniforms during all games. Uniforms not provided by KSC may not be used without prior approval from the KSC board.

Uniform packets are distributed before the Fall season. Each packet includes a jersey, shorts, and socks. Coaches will receive packets for each player on the team, plus a few extras. Uniform sizes vary and coaches may find they need to exchange one size packet for another size. Contact the Vice President – Uniforms & Equipment (VP U&E) for more information.

Before the Spring season, KSC gives out uniform packets based on need only. This means KSC provides only uniform packets for the new members to your team. Newly formed Spring teams or teams with a 50% or more turnover from the Fall season receive new uniform packets for all team members.

New coaches receive a coach's shirt, ball bag, game balls, cones, pump, first aid kit and a keeper top. Replacement for this equipment may be available during the season by contacting the VP U&E.

New U4-U6 (Pre-K/K) players receive shin guards and a ball.

Uniform/Equipment distribution dates and times are determined by the VP U&E, before each season. This information will be disseminated at each Coaches Meeting.

KSC Field Usage

1) Practice/Training Field Availability

Recreational Team

- a. Subject to availability, Monday through Friday single day, practice time slots will be assigned to KSC recreation teams, on fields designated for practice use by KSC. The assigned team only has the right to use their practice field during their assigned day and time. There are no make-up practices scheduled due to field closures. The practice schedule is created before each Fall or Spring season through independent team selection, recreation team sponsorship, and team sign up during or after the pre-season coaches meetings.
- b. During the season, Saturdays and Sundays are reserved for scheduled game use.

KSC Affiliated Select Clubs/Independent Teams

- a. Individual select club/independent team field usage fees are set annually by the KSC Board of Directors. These fees must be paid when the team registers with KSC or field usage will be denied.
- b. Select club field training assignments are made before opening the fields for each Fall season. The assignments are made by the Vice President – Select Coaches and last through the next Fall season's assignments.
- c. Each training session will last no

longer than ninety (90) minutes.

- d. All clubs are responsible for adhering to the KSC "Training Field/Portable Goal Usage Policy" and each year signing a policy form.

2) Training Field/Portable Goal Usage Policy

The fields/equipment provided by KSC to the select clubs/independent teams must be utilized in a manner ensuring the quality of their condition and the safety of people using them. At a minimum, the following is required:

- a. Portable goals used for training are to be chained together and locked by a trainer/coach on an appropriate field sideline each night.
- b. Portable goals used for training are to be secured with sandbags provided by KSC any time they are not locked up. **There will be no exceptions to this requirement.** If there are no sandbags present, the goals will remain locked up.
- c. Training sessions will be rotated to ensure even wear on the fields.
- d. Trainers/coaches will ensure no one plays on or uses the equipment in an unsafe or destructive manner.
- e. Select clubs, independent teams, trainers, coaches, parents, or players not complying with this policy may be sanctioned by KSC. Sanctions could include warnings, fines, removal of equipment, suspension field privileges or other sanctions as deemed appropriate.

3) Field Closures

- a. The fields may be closed due to weather, safety or other considerations. Each team should check the KSC weather line or clubhouse office for field closure information.
- b. The fields are generally closed from mid June through mid August, from around Christmas through January, or as designated by the KSC Board of Directors.

4) Special Usage

Any proposed organized event using KSC soccer fields at Meyer Park, must have the approval of the KSC Vice President – Scheduling or KSC Vice President - Operations. This includes scrimmages involving KSC affiliated select club or independent teams. Any such requests must be made in writing using a KSC-Meyer Park Non-Tournament Field Use Request/Agreement form found online at www.kleinsoccerclub.org . The form and associated fees must be submitted at least ten (10) days prior to the requested use date. Field use requests for days when KSC recreation games are scheduled will generally be denied.

TOURNAMENTS

KSC hosts the following tournaments:

Klein Thanksgiving Tournament

Klein Six-A-Side Tournament, late December.

Check the website, www.kleinsoccerclub.org, for more information.

Co-Ed DIV III U19 teams.

- No guest players are allowed. A team participating in the EOST may not have players not rostered to the team play on the team during the tournament.

After the Fall season, U9-U10 DIV IV teams may qualify for TYSA DIV IV Playoffs depending on the number of allocations KSC receives from TYSA. Contact the club admin for more information.

After the Fall season, KSC U11-U14 DIV III teams may qualify for the STYSA Eastern District playoffs depending on their finish in the TYSA DIV III Fall Season. Contact the club admin for more information.

After the Spring season, KSC U11-U16 DIV III teams may qualify to challenge a DIV II team for the right to participate in STYSA's South Texas Cup. Contact the club admin for more information. You must declare your intention before the spring season starts.

Special Coed Age Group Rule

Kicks must be taken in alternating boy, girl order and will count as one (1) goal regardless of who scores the penalty kick.

If, before both teams have taken five kicks, one has scored more goals than the other could score, even if it were to complete its five kicks, no more kicks are taken.

If, after both teams have taken five kicks, (both have scored the same number of goals, or have not scored any goals, kicks continue to be taken until one team has scored a goal more than the other from the same number of kicks.

A goalkeeper who is injured while kicks are being taken from the penalty mark and is unable to continue as goalkeeper may be replaced by a named substitute. **Exception:** U7 matches have no keepers

With the exception of the foregoing case, only players who are on the field of play at the end of the match, which includes extra time where appropriate, are eligible to take kicks from the penalty mark.

Each kick is taken by a different player and all eligible players must take a kick before any player can take another kick.

An eligible player may change places with the goalkeeper at any time when kicks from the penalty mark are being taken.

Only the eligible players and match officials are permitted to remain on the field of play when kicks from the penalty mark are being taken.

All players, except the player taking the kick and the two goalkeepers, must remain within the center circle.

The goalkeeper who is the teammate of the kicker must remain on the field of play, outside the penalty area in which the kicks are being taken, on the goal line where it meets the penalty area boundary line.

Unless otherwise stated, the relevant Laws of the Game apply when kicks from the penalty mark are being taken.

When a team finishes the match with a greater number of players than their opponents, they shall reduce their numbers to equate with that of their opponents and inform the referee of the name and number of each player excluded. The team captain has this responsibility.

Before the start of kicks from the penalty mark the referee shall ensure that only an equal number of players from each team remain within the center circle and they shall take the kicks.

Schedules

Schedules will be available during the week before the tournament on the KSC website, www.kleinsoccerclub.org, and at the KSC clubhouse.

Score Reporting

The winning team's coach of each match is responsible for turning in the game sheet to the tournament staff at the KSC clubhouse.

Protests

No protests are allowed. Any problems should be directed to tournament staff at the clubhouse.

Laws

Current FIFA Laws of the Game will apply except as modified by the KSC Handbook.

Home Team Responsibilities

The home team is the team with the higher seeding. The home team is responsible for resolving jersey color conflicts, providing a game ball and providing the score sheet. Tournament eligibility, rules, and registration will be linked on KSC's website at www.kleinsoccerclub.org.

RESERVATION OF RIGHTS

This policy manual was prepared by the Klein Soccer Club Board of Directors. The Board reserves the right to amend, revise, clarify, or change the policies contained herein at its discretion, after each season of play.

Last Updated Fall 2007