

**NEW MEXICO YOUTH SOCCER ASSOCIATION  
GENERAL PROCEDURES AND RULES**

TABLE OF CONTENTS  
GENERAL PROCEDURES AND RULES  
Revised 5 February 2010

GENERAL PROCEDURES AND RULES.....1

3.01 AUTHORITIES AND RESPONSIBILITIES .....4

    3.01.01 GOVERNING PROCEDURES.....4

    3.01.02 LEAGUE REQUIREMENTS TO FILE RULES WITH NMYSA .....4

    3.01.03 TEAM AND LEAGUE RESPONSIBILITY FOR CONDUCT OF  
        MEMBERS.....4

    3.01.04 APPROVAL AUTHORITY OVER TOURNAMENTS AND STATE-  
        SPONSORED EVENTS.....4

3.02 DEFINITIONS.....4

3.03 AGE LIMIT DEFINITION / AGE GROUPS .....9

    3.03.01 YOUTH DEFINED .....9

    3.03.02 AGE GROUPS AND TABLE OF MAXIMUM BIRTH YEARS .....10

    3.03.03 PLAYING UP IN AGE GROUP.....10

    3.03.04 MINIMUM AGE TO REGISTER WITH THE STATE .....10

3.04 PROOF OF ELIGIBILITY .....11

    3.04.01 PROOF OF AGE .....11

    3.04.02 INTERNATIONAL CLEARANCES .....11

3.05 REGISTRATION AND INSURANCE.....11

    3.05.01 PLAYER REGISTRATION FORMS .....11

    3.05.02 TEAM REGISTRATION WITHIN DISTRICTS .....11

    3.05.03 LEAGUE RESPONSIBILITY FOR PLAYER, TEAM  
        REGISTRATION, AND PAYMENT OF FEES .....12

    3.05.04 TEAM ROSTER LIMIT.....12

    3.05.05 REGISTERED PLAYER DEFINED AND INDIVIDUALS CROSSING  
        DISTRICT BOUNDARIES TO PLAY .....12

    3.05.06 LEAGUES / DISTRICTS MUST FURNISH START DATES FOR  
        PRACTICE / PLAY AND GAME SCHEDULES .....12

    3.05.07 EFFECTIVE DATE OF PLAYER INSURANCE .....12

    3.05.08 INSURANCE IS SECONDARY POLICY .....12

3.05.09	MULTIPLE ROSTERED .....	13
3.06	PLAYER/COACH PASS CARDS .....	13
3.06.01	CONTENTS OF PLAYER/COACH PASS CARDS .....	13
3.06.02	LAMINATED CARD REQUIRED TO PARTICIPATE IN STATE- SPONSORED EVENTS .....	13
3.06.03	RECREATIONAL PLAYERS DO NOT REQUIRE PASS CARDS .....	14
3.07	TOURNAMENTS .....	14
3.07.01	TRAVEL AND TOURNAMENT MANUAL GOVERNS CONDUCT OF ALL TOURNAMENTS .....	14
3.07.02	DISTRIBUTION OF TRAVEL AND TOURNAMENT MANUAL.....	14
3.08	GUEST PLAYERS .....	14
3.09	SELECT TEAM PROCEDURES.....	14
3.09.01	AUTHORITY FOR FORMATION OF TEAMS .....	14
3.09.02	GUIDELINES FOR TEAM FORMATION .....	14
3.09.03	DISTRIBUTION OF ODP TEAM MANUALS .....	14
3.10	DURATION OF GAMES AND BALL SPECIFICATIONS.....	15
3.11	RULES OF PLAY .....	15
3.11.01	FIFA RULES GOVERN PLAY .....	15
3.11.02	WEARING OF DANGEROUS APPAREL .....	15
3.11.03	COACHING FROM TECHNICAL AREA AND TECHNICAL AREA CONDUCT .....	15
3.11.04	CONFLICT IN UNIFORM COLORS.....	16
3.11.05	SUBSTITUTIONS.....	16
3.11.06	REFEREE RESPONSIBILITIES .....	16
3.11.07	DELAYING THE START OF A GAME (FORFEITURE).....	16
3.11.08	MINIMUM NUMBER OF PLAYERS REQUIRED ON FIELD .....	16
3.11.09	REFEREE JUDGMENT WILL NOT BE CHALLENGED.....	17
3.11.10	REFEREE ABUSE AND ASSAULT.....	17
3.11.11	REFEREE MISCONDUCT.....	17
3.12	<i>EJECTION PROCEDURES</i> .....	17
3.13.01	PLAYER BOUND FOR SEASONAL YEAR .....	18
3.13.02	PLAYER RELEASES .....	18
3.13.03	TRANSFERS.....	18
3.13.04	SUBMISSION OF TRANSFER FEES AND PAPERWORK TO	

REGISTRAR .....	19
3.13.05 APPROVAL OF REQUESTS FOR TRANSFER .....	19
3.13.06 ROSTER CHANGES .....	19
3.14 PROTEST AND APPEALS .....	20
3.14.01 GENERAL REQUIREMENTS - IMPORTANT .....	20
3.14.02 DEFINITIONS.....	20
3.14.03 LINE OF JURISDICTION .....	21
3.14.04 MANDATORY CONDITIONS .....	22
3.14.05 HEARING COMMITTEE COMPOSITION .....	22
3.14.06 FILING PROCEDURES .....	23
3.14.07 FILING FEES .....	24
3.14.08 DOCUMENTATION PROCESSING .....	24
3.14.09 PROCEDURES FOR HEARINGS.....	26
3.15 ADULT GAMES .....	30
3.15.01 PROCEDURES TO OBTAIN WAIVER .....	30
3.15.02 USE OF INELIGIBLE PLAYERS .....	30
3.16 PLAYING WITH PROFESSIONAL PLAYERS.....	30
3.16.01 LOSS OF AMATEUR YOUTH STATUS.....	30
3.16.02 PERMISSION TO PLAY IN BENEFIT OR EXHIBITION GAMES.....	30
3.17 CONTROLLED SUBSTANCE PROHIBITION .....	30
3.17.01 PROHIBITION OF USE OR CONSUMPTION OF CONTROLLED SUBSTANCES .....	30
3.17.02 VIOLATION OF 3.17.01 .....	31
3.18 TEAM TRAVEL PROCEDURES.....	31
3.19 INDOOR SOCCER PLAY .....	31
3.19.01 SEPARATE RULES/REGISTRATION FOR INDOOR PLAY.....	31
3.19.02 LEAGUE/TEAM RESPONSIBILITY .....	31
3.19.03 INSURANCE COVERAGE.....	31
3.19.04 INDOOR PLAYER PASS CARDS.....	31
3.19.05 RULES OF INDOOR PLAY CONTAINED IN THE INDOOR SOCCER MANUAL .....	31
3.20 TRAINING POLICIES.....	31

### **3.01 AUTHORITIES AND RESPONSIBILITIES**

#### ***3.01.01 GOVERNING PROCEDURES***

The procedure contained herein shall govern NMYSA members in all cases in which they are applicable and are not in conflict with the NMYSA BY-LAWS (1.0 and 2.0), US Youth Soccer, or USSF. All Procedures and Rules of play are contained in the General Procedures and Rules (3.0) and Travel and Tournament Manual (4.0) unless the rules of a specific competition determine otherwise.

#### ***3.01.02 LEAGUE REQUIREMENTS TO FILE RULES WITH NMYSA***

Leagues may deem fit to develop rules and regulations that are more stringent than those included herein, but in no case may the rules be less stringent. Leagues must submit their rules and regulations to NMYSA for review and approval (2.05.02). Current copies must be on file with the NMYSA or publicly accessible on the Internet. NMYSA shall insure compliance annually.

#### ***3.01.03 TEAM AND LEAGUE RESPONSIBILITY FOR CONDUCT OF MEMBERS***

Each team shall be responsible for the conduct of its players, coaches, managers, assistants (staff) and parents. It is also the responsibility of each team to ensure that its actions, on or off the field, do not bring discredit upon NMYSA. Each league shall be responsible for the conduct of those persons associated with its operations and it is the responsibility of each league to ensure that its actions do not bring discredit to NMYSA.

#### ***3.01.04 APPROVAL AUTHORITY OVER TOURNAMENTS AND STATE-SPONSORED EVENTS***

The authority for approval and/or operational control over cup games, tournament games, inter-district competition, select team games and other state-sanctioned events, including dates and times of games which are to be played or sponsored by registered teams or affiliated leagues, shall be vested with the NMYSA Board of Directors.. Approved games of this type shall take precedence over all league games, including, but not limited to, available referees and field usage.

### **3.02 DEFINITIONS**

The following definitions shall be used in conducting the business and affairs of NMYSA.

**AFFILIATION** – A member league that conducts youth soccer programs in compliance with NMYSA, US Youth Soccer and USSF authority, rules and procedures.

**AGE GROUP/AGE LIMIT** -- Defines age limits for youth status and assignment to a particular age grouping. (See 3.03)

AMENDMENTS -- Proposals and/or adoptions of changes to the By-Laws and General Procedures and Rules. (2.16)

APPEAL -- A procedure initiated by members, coaches, teams, or parents after a protest has been filed and a decision rendered. Any decision by a League, District Commissioner, or NMYSA may be appealed to the next higher authority. (3.14)

BAD STANDING -- A member loses all rights, privileges, and opportunities of affiliation. (2.11.07)

BAN – permanent suspension with no further consideration for reinstatement.

BOARD OF DIRECTORS -- (BOD) The governing authority of this Association, consisting of members of the Executive Committee and District Commissioners.

CLASSIC TEAM -- Means a team in which

(a) the use of tryouts, invitations, recruiting, or any similar process to roster players selectively to any team on the basis of talent or ability, is permitted; and

(b) one or more league rules restrict the manner in which players may be rostered to participating teams.

COMPETITIVE TEAM -- Means any non-recreational team.

DISTRICTS -- A definition of territory in which leagues are organized (1.03.02) and represented by a commissioner. (2.06)

ELIGIBILITY TO PLAY – Means registered and not under suspension.

EXECUTIVE COMMITTEE -- Committee responsible for planning, policy, and procedure developments consisting of President, Vice-President (Youth Commissioner), Financial Officer, Secretary, Director of Cups and Games, the District Commissioner representative and the immediate past President.

FEDERATION – Means the United States Soccer Federation .

FIFA -- Fédération Internationale de Football Association (the world governing body of Football / Soccer.)

GAME ROSTER – A list of players who will participate in a particular competition.

GOOD STANDING -- A member has all rights, privileges, and opportunities of affiliation. (2.11.06)

GRIEVANCE -- A complaint of a general nature, which is not based upon specific rule violations, or upon a specific administrative decision (or lack of decision). General grievances

are not handled through protest, appeal, or disciplinary hearing processes. (3.14.02)

**GUEST PLAYER** – Means a registered player participating in a competition for a team to which the player is not rostered for purposes of league play.

**INDIVIDUAL MEMBER** – An individual who is a player, coach referee or administrator

- (a) through that individual's membership or association with NMYSA;
- (b) as an elected officer or member of the Board of Directors;
- (c) if the individual occupies an unpaid administrative position established under US Youth Soccer Bylaw 323;
- (d) is a committee member of NMYSA;
- (e) Parents & Referees are considered indirect members of NMYSA and are subject to all rules of NMYSA

**INDOOR CLUB TEAMS** -- Teams that are formed for indoor play only. These teams must be league-approved/sanctioned and follow all requirements for indoor teams as specified by NMYSA and US Youth Soccer. Rosters for these teams must be signed and submitted by the League Registrar.

**HOUSE TEAMS** -- Registering and participating without a regular team assignment.

**INTERLEAGUE TOURNAMENT TEAM** – Means a tournament team whose roster includes players who are members of more than one league.

**INTERLEAGUE TRANSFER** – Means the removal of a player from a team's roster at the request of the player and the contemporaneous addition of the player to the roster of another team in another league.

**INTRALEAGUE TOURNAMENT TEAM** – Means a tournament team whose roster includes players who are members of only one League.

**INTRALEAGUE TRANSFER** – Means the removal of a player from a team's roster at the request of the player and the contemporaneous addition of the player to the roster of another team from the same league.

**INVOLUNTARY RELEASE** – Means the removal of a player from a team's roster at the request of team authorities.

**LEAGUE** – Means an organization that is a member of NMYSA

- (a) that has an identifiable membership of youth soccer players on whose behalf the organization conducts or engages in youth soccer activities; and
- (b) sometimes referred to as "local association", is the basic administrative unit of NMYSA

**LEAGUES/LEAGUE AFFILIATION/FORMS** -- Membership in this Association is by affiliated leagues consisting of two (2) or more teams. League affiliation is accomplished as specified in

2.05 Membership.

LEAGUE TEAM – Means a team that participates in regularly scheduled league play.

MULTIPLE ROSTERED -- A player may be rostered on two (2) or more teams.

MEMBERSHIP -- As defined in the By-Laws. (2.05 Membership)

NATIONAL CHAMPIONSHIP COMPETITIONS – Means the competitions provided for under US Youth Soccer “National Champion Competition” policy for the Under 14, Under 15, Under 16, Under 17, Under 18 and Under 19 age groups.

PLAYER – Means a youth player registered in accordance with US Youth Soccer and NMYSA rules.

PLAYER/COACH PASS CARD -- (3.06 Player/Coach Pass Cards) – A photo ID card issued in accordance with NMYSA guidelines to players and coaches in good standing.

PLAYER RELEASE -- A release is the formal process by which a currently registered player is released from a team that he or she is committed to during a seasonal year (Sept. 1 thru the August 31 of the following year). Release may be voluntary (where the player seeks the release) or involuntary (where the team to which the player has committed seeks the release). (sec. 3.13.02)

PLAYER TRANSFER -- See section 3.13.

POACHING -- Recruiting or attempting to induce a registered player of any team under the jurisdiction of NMYSA by contacting the player, either through its responsible officials, officers, coaches, parents, players or representatives, prior to the conclusion of the US Youth Soccer New Mexico Open State Cup Tournament for the purpose of playing for another team during the current seasonal year (guest player agreements exempted).

PREMIER TEAM – Means a team in which no rule restricts the manner in which players may be rostered to participating teams, except for rules that

- (a) define and prohibit unethical recruiting behavior, or
- (b) limit the participation of players previously rostered to another team.

PROOF OF AGE -- See section 3.04.

PROTEST -- A formal procedure in which the actions or decisions of a League, District Commissioner, NMYSA or Competition Director, are challenged with the intent of changing the actions or decisions. A protest includes payment of a fee, which must be included with the filing of the protest. The protest must follow the procedure and rules contained in section 3.14.

RECREATIONAL TEAM -- Means a team in which

- (a) the use of tryouts, invitations, recruiting, or any similar process to roster players to any team on the basis of talent or ability is prohibited,

- (b) the league administering the team accepts as participants in the league any eligible youths,
- (c) a system of rostering players is used to establish a fair or balanced distribution of playing talent among all teams participating; and
- (d) league rules require that each player must play at least one-half of each game except for reasons of injury, illness, or discipline.

REFEREE ABUSE – a) foul, abusive, insulting, or threatening language directed at a referee, or b) a physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee’s property or equipment; this includes but is not limited to spewing any beverage on a referee’s personal property or spitting at (but not on) the referee.

REFEREE ASSAULT – is an intentional act of physical violence at or upon a referee. Assault includes but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or running into a referee, head butting, the act of throwing an object at a referee that could result in bodily harm, damaging the referee’s uniform or personal property, i.e., car, equipment, etc.

REGION – Means one of those regions established under US Youth Soccer Bylaw 322. New Mexico is classified in Region IV.

REGISTERED PLAYERS -- Those who have paid their fees and complied with the requirements of 3.05.

REGULAR CLUB TEAMS -- Teams that are normally formed for league play. These teams must follow all registration requirements of NMYSA and US Youth Soccer. The rosters for these teams must be signed and submitted by the League Registrar.

ROSTER -- A list of registered players submitted on an official NMYSA roster comprising a team with a specific team name and associated coach. Players, only participating in recreational play with a defined league, can be collectively listed without reference to a specific team.

ROSTER LIMIT -- A minimum of seven and a maximum of 18 players up to and including the U16 age group, and a maximum of 22 players in the U17 to U19 age groups, subject to Rule 3.05. In all cases, a maximum of 18 players are eligible for any one game.

ROSTERING – Means assignment of a registered player to a team.

SCHOOL ASSOCIATED TEAMS -- School teams administered under this program shall not be considered rostered teams for purposes of state-sponsored tournaments. A high school team roster is valid for the school soccer season only.

SEASONAL YEAR -- The period of time from 1 September through 31 August. (2.09)

SELECT TEAMS -- The official select or all star team of  
(a) NMYSA

- (b) A district or geographical subdivision of a State Association; or
- (c) Any league

STATE ASSOCIATION – Means the administrative body within a territory determined by the National Council to carry out US Youth Soccer’s programs for youth players.

SUSPENSION -- Means the temporary withdrawal of rights and privilege, such as the right to play, coach or otherwise administer or participate (directly or indirectly) in soccer, and the suspension is for the entire term of the suspension with all rights and privileges withdrawn unless specifically stated otherwise by the suspending authority.

TEAM -- Means a group of soccer players playing on the same side in a soccer game.

TEAMS (REGISTERED) -- A minimum of seven (7) and a maximum of eighteen (18) registered players, or 22 players on a U-18 or U-19 roster. Registered teams will choose or be assigned to one (1) of three (3) levels of play (Premier - Competitive - Recreational).

TEAM ROSTER – Means a list of registered players eligible to play for a team.

TOURNAMENT -- (3.07)

TOURNAMENT TEAMS - Those teams that are formed especially for a tournament or clinic/cup. These teams must be league approved/sanctioned and follow all registration requirements of NMYSA and US Youth Soccer. These teams may not interfere with scheduled league or association programs. The rosters for these teams must be signed and submitted by the League Registrar.

USSF -- United States Soccer Federation

US Youth Soccer - United States Youth Soccer Association.

VOLUNTARY RELEASE -- Means the removal of a player from a team’s roster at the request of the player.

YOUTH PLAYER -- Means an individual who is an amateur player and who has not reached 19 years of age prior to August 1, immediately before the start of any seasonal year. A player who reaches 19 years of age during a seasonal year is allowed to complete that seasonal year. A player who reaches 19 years of age during August of one seasonal year shall be allowed to complete all of the next seasonal year.

### **3.03 AGE LIMIT DEFINITION / AGE GROUPS**

#### ***3.03.01 YOUTH DEFINED***

The term "youth" as applied to the By-Laws (1.0 and 2.0) and General Procedures and Rules (3.0) shall mean an amateur player who has not attained his/her nineteenth birthday before

1 August prior to the seasonal year in which he/she applied for registration.

### ***3.03.02 AGE GROUPS AND TABLE OF MAXIMUM BIRTH YEARS***

Age Groups shall be comprised of players who are, before the first day of August of the immediately preceding seasonal year:

U-19 Players have not reached their 19th birthday before 1 August prior to the seasonal year.

U-18 Players have not reached their 18th birthday before 1 August prior to the seasonal year.

U-17 Players have not reached their 17th birthday before 1 August prior to the seasonal year.

U-16 Players have not reached their 16th birthday before 1 August prior to the seasonal year.

U-15 Players have not reached their 15th birthday before 1 August prior to the seasonal year.

U-14 Players have not reached their 14th birthday before 1 August prior to the seasonal year.

U-13 Players have not reached their 13th birthday before 1 August prior to the seasonal year.

U-12 Players have not reached their 12th birthday before 1 August prior to the seasonal year.

U-10 Players have not reached their 10th birthday before 1 August prior to the seasonal year.

U-08 Players have not reached their 08th birthday before 1 August prior to the seasonal year.

U-06 Players have not reached their 06th birthday before 1 August prior to the seasonal year.

### ***3.03.03 PLAYING UP IN AGE GROUP***

Players who wish to be rostered on a team above their normal age group, delineated in section 3.03.02, may do so provided the coach, player, and the player's parent/guardian sign the NMYSA Playing Up Consent Form for players playing on a team older than his/her normal age group. Furthermore, the player's parent/guardian accepts responsibility for any injury to their child as a result of his/her playing up and will not hold the team, coach, league, NMYSA, US Youth Soccer, or affiliate members liable. Affiliated leagues may impose additional or more restrictive requirements limiting players playing up. A player may never play down in age group unless authorized by NMYSA under US Youth Soccer Rule 105.

### ***3.03.04 MINIMUM AGE TO REGISTER WITH THE STATE***

No player may register with the State Association who has not reached his/her third (3rd) birthday by 1 August prior to the current seasonal year.

### **3.04 PROOF OF ELIGIBILITY**

#### ***3.04.01 PROOF OF AGE***

Proof of age shall consist of a birth certificate, a Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of United States, birth registration issued by an appropriate government agency or board of health records, a passport, an alien registration card issued by the United States Government, a certificate issued by the Immigration and Naturalization Service attesting to age, a current driver's license, an unexpired federal, state, or local government identification card (if documentation of date of birth is required), or a certification of a United States citizen born abroad issued by the appropriate government agency. **Hospital, baptismal or religious certificates will not be accepted, as per Rule 204 of the US Youth Soccer Playing Rules.**

NOTE: Proof of age in foreign languages must have an English translation attached to the original document. Translations may be provided by anyone recognized as a translator by the US Youth Soccer National State Association governing that player. No parent or other family member can translate for any member of their son's or daughter's team unless they are certified and or accredited to teach the specific language, *i.e.*, high school teacher, professor of languages at a university or college, a court translator, or anyone recognized as an official translator by a governing body. All translations will be dated and include qualifications to translate, signature, address and telephone number of the translator.

#### ***3.04.02 INTERNATIONAL CLEARANCES***

(a) The Federation and FIFA have international clearance requirements and procedures for players coming to the United States to play soccer. Consult the Federation about those requirements and procedures.

(b) The failure of a player to obtain the international clearance or to follow the procedures referred to in subsection (a) of this rule does not affect the player's eligibility in regard to any US Youth Soccer program or activity, or any program or activity of a member of US Youth Soccer, unless the Federation provides otherwise.

### **3.05 REGISTRATION AND INSURANCE**

#### ***3.05.01 PLAYER REGISTRATION FORMS***

All players must submit a properly completed registration form for each seasonal year. (Forms must be approved by NMYSA).

#### ***3.05.02 TEAM REGISTRATION WITHIN DISTRICTS***

All teams must be registered with the affiliated League/District in which the majority of their players reside. The governing Commissioners of the affected Districts shall approve inter-District registration, where possible. The NMYSA Board of Directors will determine district

boundaries that regulate the District that teams register within. The intent of notification and approval of the affected District Commissioners is to preserve voting and other rights of Districts where significant numbers of players may elect to play out of District.

***3.05.03 LEAGUE RESPONSIBILITY FOR PLAYER, TEAM REGISTRATION,  
AND PAYMENT OF FEES***

Each affiliated League shall be responsible for ensuring proper registration of all players and teams within its boundaries and for remitting appropriate fees to NMYSA 30 days from the end of the month, to remain in good standing with NMYSA.

***3.05.04 TEAM ROSTER LIMIT***

A team U16 and below may roster a maximum of 18 players at any one time. A team U17 and above may roster a maximum of 22 players at any one time. For U17 to U19 teams, only eighteen (18) players may be on a game roster for any given game. Game rosters with not more than eighteen (18) eligible players must be provided to the referee at game check-in.

***3.05.05 REGISTERED PLAYER DEFINED AND INDIVIDUALS CROSSING  
DISTRICT BOUNDARIES TO PLAY***

A registered player is a player who has registered with a NMYSA-affiliated league that has been officially accepted by NMYSA, and who has paid all fees for the seasonal year. Individual players may cross district boundary lines to register.

***3.05.06 LEAGUES / DISTRICTS MUST FURNISH START DATES FOR  
PRACTICE / PLAY AND GAME SCHEDULES***

All leagues/districts must notify the State office (IN WRITING) as to the start date of practice/play at the time of their initial team registrations. Each league must submit a copy of the scheduled games for fall and spring seasons to the State Registrar. Each league must provide the location for practice/game fields.

***3.05.07 EFFECTIVE DATE OF PLAYER INSURANCE***

Each player is covered by insurance when the player's properly completed registration form and fees are received by a league registrar or the registrar of a league affiliate.

***3.05.08 INSURANCE IS SECONDARY POLICY***

**Insurance coverage is a secondary policy.** Each claim is to be submitted to the State Registrar for processing and verification of the player. All claims should be filed with the primary carrier first unless no primary carrier is available to the player.

### ***3.05.09 MULTIPLE ROSTERED***

Players may be rostered on only one Premier or Classic team as defined in 3.02. Additionally, players can be rostered on one Recreational team as defined in 3.02 or a School team provided as follows:

1. Recreational teams are those that make up a League as defined in 3.02. Recreational Team players do not have to be rostered, or issued pass cards, and no state transfer fee will apply to intra-club transfers. Each league may adopt rules which may impose more restrictions within each league on players who register with that league based upon the special needs and circumstances of that league. Leagues registering recreational team players, who choose not to use pass cards, are responsible for ensuring that at all times, only properly registered players are participating in league-sponsored games and activities.

2. School teams are those made up of U-15, U-16, U-17, U-18 or U-19 players that exist during the fall of a seasonal year, and disband prior to February 1st of a seasonal year. Such players may be registered through a league without being rostered on any team, provided that by February 1st of each seasonal year the player must be rostered on a non-school team.

3. A player's primary team will be the first team with which he/she is rostered. The secondary team is the team the player registers with after the primary team. The primary team will take preference over any secondary team and the secondary team will defer to the primary team should any conflicts arise.

## **3.06 PLAYER/COACH PASS CARDS**

### ***3.06.01 CONTENTS OF PLAYER/COACH PASS CARDS***

Each player registered in a competitive league or teams that intend to play in tournaments will be issued a player pass card that is to be used for purposes of play. Each coach registered with NMYSA will be issued a pass card after receiving Risk Management clearance. Pass cards must have a current picture attached and shall contain the following information before being laminated:

1. Player's/Coach's name
2. Team name and team number
3. Age group
4. Seasonal year date
5. Registration ID number
6. Signature of player/coach (where required)
7. Signature of League or State Registrar
8. Player's verified birth date (for players only)

### ***3.06.02 LAMINATED CARD REQUIRED TO PARTICIPATE IN STATE-SPONSORED EVENTS***

Players/Coaches must have a pass card in order to participate in any NMYSA-sanctioned function. All cards must be laminated.

### ***3.06.03 RECREATIONAL PLAYERS DO NOT REQUIRE PASS CARDS***

Players registered in recreational leagues do not have to be issued player pass cards. Each recreational league may adopt rules regarding pass cards depending on their special needs and circumstances.

## **3.07 TOURNAMENTS**

### ***3.07.01 TRAVEL AND TOURNAMENT MANUAL GOVERNS CONDUCT OF ALL TOURNAMENTS***

All tournaments will be conducted in accordance with the NMYSA Travel and Tournament Manual.

### ***3.07.02 DISTRIBUTION OF TRAVEL AND TOURNAMENT MANUAL***

Travel and Tournament Manual is available on the NMYSA website.

## **3.08 GUEST PLAYERS**

NMYSA players may be approved for guest player status on teams by filing the NMYSA Guest Player Authorization Form with NMYSA.. Guest player authorization procedures are contained in the NMYSA Travel and Tournament Manual.

## **3.09 SELECT TEAM PROCEDURES**

### ***3.09.01 AUTHORITY FOR FORMATION OF TEAMS***

The formation of District and/or state select teams shall be vested with the State Vice-President (Youth Commissioner) who may delegate this authority at his/her discretion.

### ***3.09.02 GUIDELINES FOR TEAM FORMATION***

The formation of select teams shall follow the guidelines as determined by the entity forming the team..

### ***3.09.03 DISTRIBUTION OF ODP TEAM MANUALS***

ODP Team Manuals will be provided to ODP team coaches and their assistants, as well as to League Presidents, District Commissioners, Executive Committee members and will be available on the NMYSA website.

### 3.10 DURATION OF GAMES AND BALL SPECIFICATIONS

The maximum length of games, maximum length of overtime periods (if required by league rules), number of players, use of goalkeepers, ball size, ball weight, and ball dimensions for each age group shall be as follows:

<u>Age</u>	<u># Of Players On The Field</u>	<u>Goalkeeper Used</u>	<u>Game Length</u>	<u>Ball Size</u>	<u>Circum. (in)</u>	<u>Ball Wgt. (oz)</u>
U-19	11	Yes	2 - 45 min. halves	#5	27-28	14-16
U-18	11	Yes	2 - 45 min. halves	#5	27-28	14-16
U-15,16,17	11	Yes	2 - 40 min. halves	#5	27-28	14-16
U-13, 14	11	Yes	2 - 35 min. halves	#5	27-28	14-16
U-11, 12	8	Yes	2 - 30 min. halves	#4	25-26	11-13
U-9, 10	6	Yes	2 -25 min. halves	#4	25-26	11-13
U-7, 8	4	No	4-12 min. Qtrs.	#3	23-24	9-11
U-6	3	No	4-8 min. Qtrs.	#3	23-24	9-11

### 3.11 RULES OF PLAY

#### *3.11.01 FIFA RULES GOVERN PLAY*

The rules of play shall be the "Laws of the Game" as published by FIFA with those modifications stated herein. All contests sanctioned by NMYSA shall abide by the "Laws of the Game" and the modifications made by NMYSA.

#### *3.11.02 WEARING OF DANGEROUS APPAREL*

A player shall not wear anything that is dangerous to another player or to himself or herself.

#### *3.11.03 COACHING FROM TECHNICAL AREA AND TECHNICAL AREA CONDUCT*

One registered coach, designated prior to the game, may coach from the technical area by giving tactical instructions to his/her own team on points of strategy and positioning. Such tactical instructions cannot be continuous in nature, and must be conveyed to players in a positive civil tone. No negative or abusive comments may be directed to players on the field of play when giving tactical instructions.

### ***3.11.04 CONFLICT IN UNIFORM COLORS***

Where colors of uniforms are similar, as determined by the center referee, the home team will be required to change to colors that are distinct from those of the opponent.

### ***3.11.05 SUBSTITUTIONS***

The number of substitutes shall be unlimited, unless a competition superseding the jurisdiction of NMYSA determines otherwise.

### ***3.11.06 REFEREE RESPONSIBILITIES***

The Referee shall:

A. Prior to the start of the game, verify the identity of each player/coach with his/her pass card. He/she shall collect the player/coach pass cards of those who are to participate in the game. The Referee must allow no player/coach to participate in the game who is not in possession of a current US Youth Soccer pass card unless the rules of the competition allow pass cards from other affiliated organizations..

B. Submit his/her Referee Report to the proper authority as specified by the local referee governing body or league. He/she shall also notify, by phone, the proper authority of the name and circumstances of any player/coach ejections. A report of the incident shall be sent, along with the player/coach pass card(s) to the proper league authority. If this happens during tournament play, the player/coach pass card, along with a report, shall be given to either the Field Marshal or Tournament Director.

C. Inspect all players' equipment and the playing field prior to the start of the game. This inspection is to assure that the game can be played without jeopardizing the safety of the participants.

D. File a Game Report for every game worked. A report shall also be filed if the game was a forfeit (single or double).

### ***3.11.07 DELAYING THE START OF A GAME (FORFEITURE)***

Any team delaying the start of a scheduled game more than fifteen (15) minutes without sanction of the proper authority shall forfeit the game to the opponent.

### ***3.11.08 MINIMUM NUMBER OF PLAYERS REQUIRED ON FIELD***

A team will not be allowed to start or continue a game with fewer than seven (7) players on the field. For small-sided play in younger age categories, leagues may, at their discretion, modify rules to accommodate the small-sided play.

### ***3.11.09 REFEREE JUDGMENT WILL NOT BE CHALLENGED***

The referee's judgment with regard to the physical condition of the field and its acceptance for play, to the actual happenings and occurrences related to the game, and those prerogatives granted to him/her by the "Laws of the Game" as published by FIFA, shall not be challenged.

### ***3.11.10 REFEREE ABUSE AND ASSAULT***

The coach of a duly registered team is responsible for the actions of his/her team's spectators. The coach shall take all possible precautions to prevent such persons from threatening, harassing, or abusing Referees, game officials, players or other spectators before, during or after matches. The coach is responsible for identifying any spectators who threaten, harass, assault, or abuse Referees, game officials, players or other spectators.

Any player, coach, parent, or other adult (spectator either associated or not with a specific team) guilty of referee abuse, as defined in Section 3.02 Definitions, and/or in USSF Policy 531-9, shall be suspended from all NMYSA activities for a minimum of 3 scheduled matches within the rules of that competition or until the offender has attended a NMYSA-approved Behavioral Clinic (*e.g.*, referee training class with a minimum of 16 contact hours or other previously approved setting).

Any player, coach, parent or other adult (spectator either associated or not with a specific team) guilty of referee assault, as defined in Section 3.02 Definitions, and/or in USSF Policy 531-9, shall be suspended from all NMYSA activities for a minimum of 6 months. As explained in USSF Policy 531-9, a mandatory hearing will be held to determine if the minimum penalty should be increased.

NMYSA is the forum for the original hearing of referee abuse and assault cases. NMYSA must address a Referee Abuse or assault allegation within 30 days from the date of verification of an incident. As per NMYSA General Procedures and Rules 3.02 (DEFINITIONS) appeals may be made directly to NMYSA or via the State Youth Referee Administrator. In the event NMYSA does not adjudicate the alleged Referee abuse or assault within 30 days of verification, the USSF has the authority to handle the alleged abuse.

### ***3.11.11 REFEREE MISCONDUCT***

Any allegation of misconduct or of conflict of interest by a game official at a match or away from a match shall be made in writing to the State Referee Administrator or to the State Referee Association(s). The State Association has jurisdiction to adjudicate the matter in accordance with United States Soccer Federation Policy.

## ***3.12 EJECTION PROCEDURES***

If a player or coach is ejected for misconduct, then the referee shall mail the player's pass card to the League Registrar or other designated league official (in the case of league games) or

deliver it to the authority specified in tournament play (Field Marshal/Tournament Director).

### **3.13 PLAYER RELEASES, TRANSFERS, AND ROSTER LIMITS**

#### **3.13.01 PLAYER BOUND FOR SEASONAL YEAR**

Once a player is registered and listed on a NMYSA Official Roster, that player is bound to that team for the entire seasonal year (9/1 through 8/31 of following calendar year), except as follows (Releases and/or Transfers):

#### **3.13.02 PLAYER RELEASES**

A team may not release, voluntarily or involuntarily, any player from its roster unless a written request, stating the reason why the release has been requested, has been made to, and approved by, NMYSA on the NMYSA release/transfer form. A player may seek a voluntary release by submitting in writing his/her request for release in accordance with the current Rules and Policies of our National Affiliated Organizations. A voluntary release is defined as a release where both the releasing and receiving coach agree that the release and subsequent transfer are in the best interest of the player. A release may also be obtained by citing one of the following reasons:

1. The player has violated current Rules and Policies of our National Affiliated Organizations or State Disciplinary Rules. It is a violation of State Disciplinary Rules for any player to violate the rules of any affiliated league in which the player is rostered or if the player or players parents' conduct is such that if allowed to continue, it would have a negative or detrimental impact on the team. Abandoning a team by non-participation for reasons other than injury is considered detrimental conduct and may be cited by the team in seeking an involuntary release. A player may not seek a voluntary release for this reason.

2. The player has moved beyond a reasonable travel distance. Determination of what constitutes a reasonable distance is subject to definition by NMYSA.

3. The player is injured in such a manner that the player will not be able to participate for the remainder of the season. Any player being given a release who wishes at a later date to return as a registered member, will be treated as a transfer player and must apply as such.

There shall be no transfer fee required in the event that a transfer occurs as a result of a team disbanding or ceasing to exist. Any administrative error in the registration process recognized as such by the league and the State Registrar or the State Board of Directors may be corrected without being treated as a release or transfer. A player rostered under Section 3.05.11 may only transfer from one secondary team to another secondary team or from one primary team to another primary team under normal rules governing transfers.

#### **3.13.03 TRANSFERS**

A transfer of a player shall be defined as adding a currently NMYSA-registered player to

a roster, or returning a currently released player to a roster. For purposes of NMYSA-sponsored tournaments, a team shall be limited to a total of five transferred players per seasonal year. Transfers are given only to a player who moves from one (1) registered team to another within this Association. All transfers must be applied for at the league in which the player is originally registered. Exceptions to the transfer rule include a player on a recreational team and participation as a guest player where permitted by the rules of a specific competition, and with proper authorization (these two cases are not considered transfers).

#### **3.13.04 SUBMISSION OF TRANSFER FEES AND PAPERWORK TO REGISTRAR**

All requests for releases and transfers shall be submitted to the League Registrar in writing on the proper form with appropriate fees. The NMYSA release/transfer form can be electronically downloaded from the NMYSA state web site under "Forms."

#### **3.13.05 APPROVAL OF REQUESTS FOR TRANSFER**

Any player being granted a transfer from a dissolved team will be allowed to move to another team, without delay. In the event the releasing coach, the club official or the Board of Directors of the releasing club or league fails to sign the appropriate form, the coach's/club's/league's failure to sign may be protested to the NMYSA Protest and Appeals Committee. The following, while not exclusive, are valid reasons for not releasing a player during the seasonal year:

- a) When the player individually or as part of a group of players requesting release would leave the releasing team with an insufficient number of healthy players to field an 11-player team.
- b) When the player was recruited, as determined by the Protests and Appeals Committee of the NMYSA. Recruiting constitutes contacting (either through the coach or other agent) a player during a current season prior to conclusion of the State Cup for the purpose of playing for another team during the current seasonal year (guest player agreements exempted).
- c) When the player is indebted to the releasing team and/or club (money, uniforms, or other tangible goods)

Any failure of a player, releasing coach, club official, league official or the Board of Directors of the releasing league to sign the appropriate form, which failure the Protest and Appeals Committee determined to be lacking in good faith or substantial justification, shall be grounds for disciplinary action against a player, releasing coach, club official, and/or the league Board of Directors.

#### **3.13.06 ROSTER CHANGES**

All inter-league changes in rosters must be processed by NMYSA upon receipt of the proper fees and forms.

### **3.14 PROTEST AND APPEALS**

#### ***3.14.01 GENERAL REQUIREMENTS - IMPORTANT***

1. Proper documentation of all Protests, Appeals, and Disciplinary Hearing matters must be maintained by NMYSA, and all actions must be in accordance with the following procedures and time frames.

2. A claim of ignorance of these policies and procedures shall not be satisfactory grounds for the alteration or waiving of such policies or procedures.

3. The chairman of any committee that is established for the purpose of hearing a protest, appeal, or disciplinary matter, shall be familiar with the policies and procedures defined herein.

4. Any hearing of a protest, appeal, or allegation of misconduct must be as the result of a properly submitted written cause of action. No hearing or other administrative action shall result from circumstances or charges which are only communicated verbally.

5. Disciplinary and appellate procedures at all levels (club, league, and state association) must include fair process. Fair process, at a minimum, shall include:

- a) Notice to the accused or opposing party.
- b) That notice must include a statement of the grounds for appeal or conduct alleged along with the specific rule violated.
- c) An opportunity of the opposing party to respond.

6. A party has the right to an open hearing at the original level only. [Suspension of players or coaches for less than thirty (30) days in duration shall be exempt from this requirement.]

#### ***3.14.02 DEFINITIONS***

PROTESTS are usually related to a specific game or administrative action, and are 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 coaches from other teams or league/state administrators.

Protests submitted to a competition authority (league, tournament, etc.) must be filed in accordance with the protest procedure and rules of that competition. The protest must be based upon violation of the published rules of the competition or NMYSA Bylaws, General Procedures and Rules, and/or Travel and Tournament Manual. In all cases involving NMYSA-approved competition, the NMYSA Rules and/or procedures shall prevail.

The rights of protest and appeal within the rules of the competition must be exhausted before proceeding to the next level of authority defined herein.

APPEALS arise as the result of an adverse decision from a protest hearing, administrative action, disciplinary hearing, or lower-level appeal. Only those parties to the original action, who are adversely impacted by such decisions, shall be allowed to appeal.

An appeal shall not have the effect of "staying" a previous ruling. Previous decisions remain in force, pending the result of the appeal.

DISCIPLINARY HEARINGS result from allegations of misconduct, which are lodged against individuals or entities within the jurisdiction of the convening authority.

Only the elected and/or appointed officials of duly constituted clubs, leagues, tournament committees, or NMYSA administration may bring charges of misconduct. Referees are recognized as officials of such organizations in matters regarding game misconduct.

GENERAL GRIEVANCES are complaints of a general nature, which are not based upon specific rule violations, or upon a specific administrative decision (or lack of decision). General grievances are not handled through protest, appeal, or disciplinary hearing processes.

Grievances may be heard on an informal basis by the appropriate authority, the District Commissioner, and/or the NMYSA Board of Directors.

### ***3.14.03 LINE OF JURISDICTION***

The line of jurisdiction, in ascending order, shall be:

LEVEL 1: Clubs and Leagues. These bodies shall hear original protests, appeals, and allegations of misconduct arising from events within their jurisdiction. They may also hear appeals of decisions made by directors or officers of their organizations.

These bodies shall establish their own protest, appeal, and disciplinary hearing procedure. Such procedure must be in writing and must include notification of the right to appeal to higher authorities and the procedure for doing so. These procedures must be published by the beginning of the seasonal year (September 1).

LEVEL 2: District Commissioners. The District Commissioner shall hear original protests, appeals, or allegations of misconduct filed by those persons, clubs, leagues, or tournaments under their jurisdiction.

Matters arising from game protest will not be heard at Level 2 until Level 1 protest and appeal procedures have been exhausted.

District Commissioners shall have the option of adjudicating protests, appeals, and disciplinary matters alone, or appointing a District committee for that purpose. There shall be only one District hearing level.

LEVEL 3: NMYSA Protests and Appeals Committee. This committee shall hear appeals of Level 2 decisions. The Committee shall be the initial hearing for all allegations of violation of USSF Rules pertaining to referee/linesman assault and/or abuse. The Committee may hear appeals of or be the initial hearing for violations of NMYSA Bylaws, General Procedures and Rules, Travel and Tournament Manual of NMYSA. The Protest and Appeals Committee shall be the final level of appeal.

In the case of an appeal, no rehearing is possible. Only an appeal hearing, and a review of written evidence and testimony and lower level decisions, will be conducted at this level.

LEVEL 4: USSF National Appeals Committee. The appeal of Level 3 decisions shall be made to the USSF National Appeals Committee in accordance with the provisions of USSF Bylaw 705. Any appeal to the USSF National Appeals Committee must be submitted, by the person wishing to make such an appeal, within ten (10) days from the date of receipt of the decision rendered by the State Association, by completing a Notice of Appeal (substantially in the form attached to these General Procedures and Rules) and submitting it to USSF, together with the appropriate appeal fee (\$300.00 Money Order or Cashier Check).

#### **3.14.04 MANDATORY CONDITIONS**

1. No Level 1 or Level 2 authority shall hear or adjudicate an allegation as it pertains to abuse of or assault on a referee.

2. The hearing and adjudication of any protest or allegation of misconduct shall be completed within thirty (30) days of the receipt of the cause of action. If a decision is not reached within this thirty (30) day period, the matter may be submitted to the next higher level without determination, and the fee submitted will be applied at the next level.

3. At all levels of the appeal process (State and National), if a decision is not reached within thirty (30) days of receipt of the written appeal, the party filing the appeal may submit the appeal to the next higher level without determination, and the appeal fee submitted will be applied at the next level.

4. The decision and/or disciplinary sanctions imposed or rescinded as the result of a hearing of any protest, appeal, or allegation of misconduct; shall be binding at all levels, and shall be recognized by all affiliated organizations (leagues, tournaments, etc.) The filing of an appeal shall not "stay" the execution of such decisions and/or disciplinary sanctions.

#### **3.14.05 HEARING COMMITTEE COMPOSITION**

1. Committees hearing and deciding protests, appeals, and allegations of misconduct shall be composed of persons having no conflict of interest in the matters being heard, and having no interest in or association with the principal parties in the matters. Committee members should be readily available from a time and geographic standpoint. No person shall

adjudicate a matter at more than one level.

The chair of any committee shall appoint one committee member to make a written record (minutes) of all proceedings.

2. A District Commissioner may adjudicate Level 2 matters alone, or may form a committee to hear such matters. Should a committee be formed by the District Commissioner, the District Commissioner may act as its Chair, or may appoint a committee member to act as Chair.

3. The Chair of the NMYSA Protest and Appeals Committee shall be appointed by the NMYSA President and approved by the Board of Directors for a term of two (2) years.

4. Level 3 matters, or original hearings of referee abuse or assault, may be heard by the entire committee of three to five, including the Chairman of the Protest and Appeals Committee or a designee of the Chair. No matter shall be heard by a committee of less than three (3) members.

5. Committee members shall be appointed by NMYSA's President for individual hearings.

#### ***3.14.06 FILING PROCEDURES***

1. All Level 1 authorities must establish well-defined protest, appeal, and disciplinary hearing procedures within their own organization. Such procedures shall be published to their membership prior to the start of each competition season and any changes must be accompanied with adequate notice to those affected.

2. A protest, appeal, or allegation of misconduct must be filed in writing, and should include:

- a. The nature and specifics of the complaint.
- b. A listing of the rules or procedures which have been violated.
- c. A statement of the desired resolution.

A form for this purpose has been attached to this document. Use of this form is not mandatory, but doing so assures that the necessary information is presented in the proper manner. Due to some competition rules, filing by mailgram/telegram precludes using the form. Additionally, referees game reports, while conforming to a different format, shall also be accepted.

3. Filing shall be as follows:

The original document of the protest, appeal, or allegation of misconduct, along with all supporting documents, shall be forwarded by Registered U.S. Mail, or Certified U.S. Mail Return Receipt Requested. In the case of Levels 1, 2, or 3, appeals, the appeal must be placed in

the Registered or Certified U.S. Mail within forty-eight (48) hours of the receipt by the appellant of the prior adverse ruling (Sundays and holidays excluded, unless the rules of the competition state otherwise). A Level 4 appeal notice (to the USSF) must be filed within ten (10) business days of receipt of the adverse State Level decision, as per 3.14.03. Filing requirements are as follows:

- Level 1- According to the published requirements of the appropriate Level 1 authority.
- Level 2- To the District Commissioner; one (1) copy unless otherwise required by the District Commissioner.
- Level 3- To the NMYSA Office; seven (7) copies. Additionally, in an appeal of a lower-level decision, one (1) copy shall be sent by the appellant to the chair of the lower-level hearing board. This copy shall serve as notice of the filing of an appeal.

Upon such notice, the chair of the lower-level hearing board shall immediately submit all retained evidence and documentation to the next-higher level. This submittal shall also be by Registered or Certified U.S. Mail.

### ***3.14.07 FILING FEES***

1. Filing Fees shall be:

- Level 1 As established by the appropriate Level 1 authority.
- Level 2 \$50.00 or as established by the District.
- Level 3 \$100.00 (Money Order or Cashier's Check).
- Level 4 \$300.00 (or as established by USSF).

2. At Level 2 or 3, if a protest or appeal is rejected, waived, or upheld, the fee will be returned to the appellant. If a protest or appeal is denied, the fee will be retained and deposited in an appropriate fund.

### ***3.14.08 DOCUMENTATION PROCESSING***

1. The filing of a protest, appeal, or allegation of misconduct shall be in accordance with the provisions of this document.

2. Upon filing of a protest, appeal, or allegation of misconduct, the receiving authority shall institute the following procedures:

- a. The appropriate action or response shall be determined by conducting a "validation/review" of the following:

- 1) Identifying the principal parties involved.
- 2) Determining if they are in good standing.
- 3) In the case of a protest, determining the protestor's right to lodge a protest (see 3.14.02 - Definitions, Protest).
- 4) In the case of an appeal, determining if the appeal is directly related and germane to the decision of the next-lower authority. (If not, the appeal must be rejected and returned).
- 5) Determining if all the information necessary to adjudicate the matter and reach a decision is included. (Such information may include names, addresses, phone numbers, minutes of previous hearings, applicable rules, referees game reports, etc.)
- 6) Determining whether the matter has been filed with the proper authority.
- 7) Determining that specific charges are made, the rules allegedly violated are cited, and the desired resolution has been stated.

NOTE: Forty-eight (48) hours are considered sufficient for the conduct of this "validation/review."

b. Upon completion of the "validation/review," if all the information and documentation necessary to reach a decision are available, the principal parties are to be immediately notified of receipt of the complaint.

This notification shall also include the date, time, and place of the hearing. If notification of the receipt of the complaint, and notification of the date, time, and place of the hearing cannot be accomplished at the same time, two (2) separate notifications shall be required.

3. Sufficient time should be allowed for the parties to prepare and appear. Unless the rules of the competition dictate sooner, the hearing shall be scheduled within a minimum of seven (7) and a maximum of fourteen (14) days following notification of the receipt of the complaint.

4. Notification of the receipt of a protest, appeal, or allegation of misconduct, and of the date, time, and place of a hearing, shall be communicated to the principal parties at the same time, and by the same method.

This notification shall be accomplished by one of the following methods (in order of preference):

- a. Telephone, with written follow-up sent by e-mail or U.S. Mail (to be sent as per method c or d below).
- b. E-mail.

- c. Certified U.S. Mail, return receipt requested.
- d. Registered U.S. Mail.
- e. Facsimile, with follow-up original.

5. Notifications shall contain the following:

- a. A condensed restatement of the cause of action.
- b. The date, time, and place of the hearing.
- c. The type of hearing to be held.
- d. What limits or restrictions (if any) will be imposed on testimony.
- e. Whether or not testimony must be in written form, and the date by which such written testimony must be received.
- f. Any other special requirements.

6. A complete copy of Section 3.14 (Protests, Appeals and Disciplinary Hearings) shall accompany the Notification of Hearing sent to the principal parties.

### ***3.14.09 PROCEDURES FOR HEARINGS***

1. Types of Hearing - The method of holding a hearing may vary due to distance, time, and the level of appeal. Basically, they are of two types.

- a. OPEN HEARINGS shall be held with the principal parties, witnesses for both sides, and all necessary evidence, actually appearing before the members of the Hearing Committee.

Testimony from witnesses need not be taken in the presences of other witnesses, but the principal parties shall be present for all proceedings except the deliberations of the Hearing committee.

The Hearing Committee may make an exception of the requirement that principal parties be present in the case of a referee, or more particularly a youth referee, in which case the referee's game report shall stand as the sole testimony of that person.

Deliberations may occur and decisions may be reached, in either open or closed sessions.

- b. CLOSED HEARINGS require that all testimony and evidence (including rules) be submitted in writing.

Testimony and evidence may be considered by committee members on an individual basis, with a decision reached by mail or conference call.

The principal parties must submit all evidence, testimony, and arguments in written form, as specified by the notification.

The original hearing of any protest or allegation of misconduct *must* occur in *open hearing*. Subsequent appeal(s) may be heard in either open or closed hearings.

2. Agenda - All parties, including witnesses, will be brought into the hearing chamber. The following items will be described by the Chair.

a. Statement of case to be heard, including:

- 1) Names of parties involved (including team, league, etc.).
- 2) Specific event involved (game, tournament, etc.).
- 3) Date of occurrence.
- 4) Rule numbers and description of rules allegedly violated.

b. Procedures for hearing, including:

- 1) Parties allowed to remain in hearing chamber. All witnesses to wait in outer chamber.
- 2) All written evidence should have been presented in advance for distribution and inclusion in the evidence packet.
- 3) All written evidence presented at the hearing will be passed to the Chair. Relevance or authenticity shall be determined by the Hearing Committee pursuant to these rules and/or written criteria set forth by the Hearing Committee.
- 4) All questions/statements from involved parties will be addressed to the Chair, who will ask the appropriate individual for an answer/rebuttal if he deems it pertinent.
- 5) Witnesses may be recalled after initial testimony for further testimony and/or clarification.

c. All witnesses will then be excused to outer chamber.

- 1) Party originating action will present case.
- 2) Witnesses for that party will be called individually.
- 3) Committee members will question these witnesses as deemed necessary after each testimony has been given.
- 4) Second party will present case.
- 5) Witnesses for that party will be called individually.

- 6) Committee members will question these witnesses as deemed necessary after each testimony has been given.
- 7) Any witnesses may be recalled as necessary.
- 8) First party will make closing statement.
- 9) Second party will make closing statement.

d. Open hearing may be adjourned and parties excused for deliberations.

### 3. Evidence and Testimony

a. All evidence, such as identification cards, team rosters, referee's game reports, letters, proof of age documents, and other sources of written or printed information, shall be original or official only. No copies (*e.g.*, photo, xerographic, facsimile, or other reproductions) shall be acceptable.

Notarized documents shall attest to the validity of the signatures thereon, and shall not attest to the validity of the information contained in the document.

Proof-of-age documents shall conform to the rules of competition and NMYSA General Procedures and Rules.

b. All testimony shall be limited to the principal parties, eyewitnesses, and recognized authorities on the subject (such as the registrar on registration matters).

If a witness cannot appear at an open hearing, written testimony shall be accepted. Notarization may be required by the Hearing Committee or written procedures and such testimony shall be provided to the opposing party a reasonable time prior to the hearing. If written testimony is allowed in an open hearing, the opposing party shall have the opportunity in writing or orally to contest its contents.

Character witnesses and other third-party witnesses shall not be allowed.

In the case of open hearings, testimony may be restricted with respect to time.

c. A document directory (sample attached) shall be established by the Hearing Committee at Level 2, and maintained at each level thereafter.

d. The establishment of this document director at Level 1 is strongly recommended.

e. All documentary evidence received shall be listed. The minutes of the proceedings and a copy of the notification of decisions shall be listed as the final documents for each hearing.

### 4. Decisions

a. The committee hearing a protest, appeal, or allegation of misconduct shall decide each issue arising from the hearing. The Chair shall vote only when necessary to break a tie.

b. The decisions of the committee, and any disciplinary sanction imposed, shall respond only to the specific issues and allegations contained in the complaint (as filed).

Any other issue and/or rule violation, which may become known or apparent during the hearing, shall be referred to either the convening authority or a lower-level authority. This referral may be accompanied by a recommendation for appropriate action. When such matters are referred, notice of the referral shall be included with the notification of decisions rendered.

c. Decisions shall be reduced to written form, and shall be forwarded to the principal parties within forty-eight (48) hours of the conclusion of deliberations (Sundays and holidays excepted).

If a suspension is imposed upon an affiliated player or administrator (or on appeal, a suspension is overturned), NMYSA shall receive a copy of the decision.

d. Notification of the decisions of the committee shall be communicated to the principal parties at the same time, and by the same method.

Notification shall be communicated in writing, by one of the following methods (in order of preference):

- 1) Certified U.S. Mail, return receipt requested.
- 2) Registered U.S. Mail.
- 3) Facsimile, with follow-up copy.
- 4) E-mail with follow-up copy.

Verbal communications of decisions shall not be permitted. Consideration should be given to ensure that the method chosen provides adequate notice to parties and/or teams which are impacted by the decision(s).

e. Notification of the decisions shall include a statement of the procedure for appeal. The statement shall clearly indicate the next appropriate level of jurisdiction, including the identity and address of the person and/or office to which the appeal must be directed.

f. Written minutes of all hearings will be considered proprietary and made available only on request from higher-level authorities in direct line of appeal.

5. The forms and appendices attached and duly acted upon by the NMYSA BOD shall be incorporated herein by reference.

### **3.15 ADULT GAMES**

#### ***3.15.01 PROCEDURES TO OBTAIN WAIVER***

A youth player shall be permitted to play an unlimited number of adult games in a sanctioned USSF league without losing his/her youth eligibility provided that the player and his/her coach meet all of the following conditions:

- a. The player must complete the NMYSA Amateur Trial Games Waiver Form.
- b. The form shall be submitted to the NMYSA Youth Commissioner.
- c. The youth player is to retain his/her youth player pass card and must use that player pass card in all competitions unless permission to use an adult player pass card has been granted in writing by NMYSA.

#### ***3.15.02 USE OF INELIGIBLE PLAYERS***

Any youth playing for a USSF-affiliated adult team without the waiver may be declared ineligible for youth games.

### **3.16 PLAYING WITH PROFESSIONAL PLAYERS**

#### ***3.16.01 LOSS OF AMATEUR YOUTH STATUS***

Any player signing a Professional Contract, or playing with a professional team without the permission of the Board of Directors of NMYSA shall be declared a professional player and shall lose all privileges of youth amateur status. Reinstatement can only be considered at the USSF level.

#### ***3.16.02 PERMISSION TO PLAY IN BENEFIT OR EXHIBITION GAMES***

The Board of Directors of this Association may grant youth amateur players permission to play in benefit or exhibition games only, where professional players are involved. Permission must be requested and granted in writing.

### **3.17 CONTROLLED SUBSTANCE PROHIBITION**

#### ***3.17.01 PROHIBITION OF USE OR CONSUMPTION OF CONTROLLED SUBSTANCES***

The illegal use and/or consumption of any controlled substance at the field area by anyone before, during, or after the playing of any youth soccer game, or where prohibited by law, is expressly prohibited.

***3.17.02 VIOLATION OF 3.17.01***

Anyone who violates this prohibition shall be subject to disciplinary action and/or suspension by the NMYSA Board of Directors.

**3.18 TEAM TRAVEL PROCEDURES**

Any team desiring to travel outside the jurisdiction of NMYSA must follow NMYSA tournament/travel procedures.. No travel shall be allowed or authorized until proper approval has been made. Procedures as specified in Section 4.08 of the NMYSA Travel and Tournament Manual will be adhered to by all teams, leagues, and districts.

**3.19 INDOOR SOCCER PLAY*****3.19.01 SEPARATE RULES/REGISTRATION FOR INDOOR PLAY***

Indoor soccer shall be looked upon as a separate sport from the outdoor game with separate rules for play and registration which apply to all indoor soccer play, league and/or tournaments sanctioned by NMYSA.

***3.19.02 LEAGUE/TEAM RESPONSIBILITY***

Leagues and teams shall be responsible for the conduct of their players and for the rules and regulations of their leagues and tournaments subject to the approval of the Board of Directors.

***3.19.03 INSURANCE COVERAGE***

Leagues sanctioned by NMYSA will receive regular association benefits, that include separate insurance protection for indoor soccer at an amount to be determined by the Board of Directors.

***3.19.04 INDOOR PLAYER PASS CARDS***

All players in a sanctioned indoor program must be registered with the State Registrar and carry an indoor soccer player pass card.

***3.19.05 RULES OF INDOOR PLAY CONTAINED IN THE INDOOR SOCCER MANUAL***

Affiliated leagues conducting indoor soccer programs must adhere to the rules and regulations contained in the NMYSA Indoor Soccer Manual, which is available from the NMYSA web site.

**3.20 TRAINING POLICIES**

Clinicians for coaching clinics sponsored by NMYSA must be jointly approved by the NMYSA Vice-President (Youth Commissioner) and the NMYSA Technical Director. NMYSA will pay all clinician fees and travel expenses to the host town for NMYSA-sponsored clinics. Host leagues will pay for all lodging, food, and in-town mileage expenses. All coaching clinic revenues are to be remitted to the NMYSA Financial Officer.