

**HARTLAND COMMUNITY SOCCER ASSOCIATION**  
**APPROVED 2-13-00**  
**(Revised and Approved, February 2007)**

1. ARTICLE I – ORGANIZATION - This organization shall be known as the Hartland Community Soccer Association, also referred to as HCSA, and shall be a non-profit organization.
  
2. ARTICLE II – PURPOSE - It is the function of the HCSA to provide an organizational structure to form teams and schedule games while offering guidance and instructions to the play of soccer for all participants. It also prescribes to the rules and regulations, which will insure safe, enjoyable and fair competition along with the policies adopted by the HCSA.
  
3. ARTICLE III – MEMBERSHIP
  - 3.1. Membership will be open to any and all persons who reside within the communities served by the HCSA and meet the following criteria. All male and female participants who:
    - 3.1.1. Have properly registered for the up-coming season with the Hartland Community Education office (HCEO) and/or HCSA.
    - 3.1.2. Have paid all their required registration fees.
    - 3.1.3. Have met the age requirements as defined by FIFA and in the Hartland Community Soccer Association (HCSA).
  - 3.2. All the parents and/or legal guardians of above girls and boys.
  - 3.3. All Coaches and Referees registered with HCSA.
  
4. ARTICLE IV – LEAGUE ORGANIZATION
  - 4.1. The membership shall delegate all powers concerning decision making, policy making and management to the Board of Directors, or Committees as delegated by the Board of Directors when and as deemed necessary.
  - 4.2. The Board of Directors shall consist of twelve elected members.
    - 4.2.1. President
    - 4.2.2. Vice President
    - 4.2.3. Treasurer
    - 4.2.4. Secretary
    - 4.2.5. Trustee in charge of Registration
    - 4.2.6. Trustee in charge of Facilities
    - 4.2.7. Trustee in charge of Uniforms and Equipment
    - 4.2.8. Trustee in charge of Concessions
    - 4.2.9. Schedule Coordinator
    - 4.2.10. Coordinator of Referees
    - 4.2.11. Western Suburban Soccer League (WSSL) Representative
    - 4.2.12. MSYSA & MSPSP Representative
    - 4.2.13. Trustee in charge of Fundraising
    - 4.2.14. Trustee in charge of Communications
  - 4.3. One of the members of the Board of the HCSA shall be the Director of Hartland Community Education or his/her appointee.
  - 4.4. Elections
    - 4.4.1. Elections will take place at a yearly membership meeting held the second week in February, at a location to be announced.
    - 4.4.2. Following the annual meeting, the Board shall fill any unfilled elected positions in accordance with Section 4.5.
    - 4.4.3. Non-elected positions shall be filled by a majority vote of the Board of Directors after the Annual Meeting each year.
    - 4.4.4. All terms of the Board of Directors will be two years in length
    - 4.4.5. Elections for President, Secretary, Trustee in charge of Facilities, Trustee in charge of Uniforms and Equipment, Trustee in charge of Fundraising, Schedule Coordinator, and the MSYSA/MSPSP Representative will be held on odd years.
    - 4.4.6. Elections for Vice President, Treasurer, WSSL Representative, the Coordinator of Referees, Trustee of Concessions, Trustee in charge of Communications and the Trustee in charge of Registration will be held on even years.
  - 4.5. Should an officer or trustee position become vacant, a successor shall be appointed by a majority vote of the Board of Directors for the remainder of the term.
  - 4.6. All officers shall deliver to their successors all official materials in their possession within ten (10) working days following the expiration or vacating of their term of office.
  - 4.7. The Board of Directors shall appoint a nominating committee consisting of three (3) delegates, at least one (1) of whom shall be a board member two (2) months preceding the annual meeting.
    - 4.7.1. The nominating committee shall make recommendations of nominees for election to the Board at the annual meeting. The committee will canvas the Board of Directors and general membership for names.
    - 4.7.2. Nominations may be made from the floor at the annual meeting, but in all cases only those who have consented to serve if elected, shall be eligible for nomination
  - 4.8. Any member eighteen (18) years or older is eligible to vote at the annual meeting.

- 4.9. Any person eighteen (18) years or older is eligible to hold an elected office in the organization.
- 4.10. The Board of Directors shall have the authority to investigate, recommend and implement affiliation with other soccer leagues or soccer associations. The best interest of this Club shall always be primary consideration.
- 4.11. The Board of Directors shall appoint a disciplinary committee consisting of at least three (3) board members to rule on all protests and other disciplinary actions, which arise under these by-laws and the Laws of the Game during the seasonal year. The Chairperson of the Disciplinary Board shall be the league Vice President. If a member of the disciplinary committee is involved in the protest or dispute, they will be temporarily removed from the disciplinary committee until the hearing is completed. The president shall appoint another board member to the disciplinary board for the hearing.
- 4.12. The Board of Directors, upon recommendation of the Disciplinary Committee, shall have the authority to suspend any member whose conduct is considered detrimental to the best interest of the Club. Length of suspension shall be determined by a vote of the board, based on the recommendation from the Disciplinary Committee.
- 4.13. The Board of Directors shall work in conjunction with and in cooperation with, the Hartland Community Education Program Director and/or their appointee. All decision, directly or indirectly, requiring the disbursement of funds will require the approval of the Director of Community Education and/or their appointee with the exception of funds raised by this organization through donations, dues or other voluntary money raising programs. The decision for the disbursement of these monies will solely be the responsibility of the Board of Directors.
- 4.14. In the event of dissolution of the organization, all assets shall be transferred to a similar non-profit organization upon recommendation of HCSA and the HCEO.
- 4.15. The Board of Directors shall establish official playing rules and all policies with respect to this organization, which shall be binding on all members.
- 4.16. The HCEO and the Trustee in charge of Uniforms and Equipment shall be responsible for the distribution and collection of all equipment for all programs.
- 4.17. All HCSA elected and appointed position officers shall be exempt from registration fees for one child who plays soccer in the HCSA.

## 5. ARTICLE V - DUTIES OF OFFICERS

### 5.1. The President:

- 5.1.1. Shall act as chief executive officer of the Club and preside at all meetings of the members and board of directors for the HCSA.
- 5.1.2. He/She shall call or schedule all board meetings.
- 5.1.3. He/she shall submit an annual report on the operation and welfare of the HCSA at the annual meeting.
- 5.1.4. He/she shall have general and active management of the activities of the HCSA and shall see that all orders and resolutions of the board are carried into effect.
- 5.1.5. He/she shall execute all authorized conveyances, contracts or other obligations in the name of the HCSA except where required by law to be otherwise signed and executed and delegated by the Board of Directors to some other officer or agent of the HCSA.
- 5.1.6. In addition, the President may appoint representatives to other leagues or organizations, for the purpose of attending meetings and representing the HCSA interests.
- 5.1.7. The president shall help in organizing committees to preside and report to the Hartland Community Soccer Association.
- 5.1.8. Shall attend all Special Presidential Meetings and the Annual General Meeting held by MSYSA.
- 5.1.9. Shall attend special district meetings held by the MSYSA District Commissioner.
- 5.1.10. Will interact with community officials, as appropriate, on behalf of the HCSA.
- 5.1.11. Must have been on the HCSA board for a minimum of two years.

### 5.2. Vice President:

- 5.2.1. In the absence of the president, shall act as chief executive officer of the Club presiding at all meetings of the members and board of directors for the HCSA.
- 5.2.2. He/she shall assist the President in the performance of his/her duties.
- 5.2.3. Shall support and assist all officers of the club as deemed necessary.
- 5.2.4. Shall support the development of the annual budget for the HCSA.
- 5.2.5. Shall be responsible for risk management of the HCSA.
- 5.2.6. *Must have a Coaching License at a "E" level or coached teams for a minimum of 2 years.*
- 5.2.7. He/she shall act as chairperson of the Disciplinary Committee.
  - 5.2.7.1. He/she or his/her appointee shall preside at all Disciplinary Committee meetings and hearings.
  - 5.2.7.2. He/she shall be responsible to communicate any disciplinary actions to any members of the HCSA soccer community.
- 5.2.8. The Vice-President shall be responsible for the selection and coordination of coaches for in-house and travel teams.
  - 5.2.8.1. Support the recruitment and training of new coaches
  - 5.2.8.2. Coordinate and direct all coaching training as necessary
  - 5.2.8.3. Arrange training for level licenses
  - 5.2.8.4. Specific training (goalie, variable age bracket, etc.)

### 5.3. Treasurer:

- 5.3.1. The treasurer shall have custody of the funds and securities of the HCSA and shall keep full and accurate accounts of receipts and disbursements in the books and records belonging to the HCSA.
- 5.3.2. He/she shall deposit all monies and other valuable effects in the name of and credit of the HCSA, as may be ordered by the Board of Directors.

- 5.3.3. He/she shall disburse the funds of the HCSA as may be ordered by the Board, taking vouchers for such disbursements, and shall render whenever they may require it, an accounting of all transactions as Treasurer and of the financial condition of the HCSA.
- 5.3.4. The treasurer shall submit an annual financial statement at the annual meetings.
- 5.3.5. He/she shall be authorized to sign all accounts/checks for under \$200.00. Accounts over \$200 will require the signature of any two board members.
- 5.3.6. The treasurer shall be bonded and upon leaving office for whatever reason shall turn over to the HCSA all books, records, papers, vouchers, monies and other property in their possession and belonging to the HCSA.
- 5.4. Secretary
- 5.4.1. The Secretary shall attend all Board meetings and Annual membership meetings of the HCSA and record all votes and minutes of the proceedings.
- 5.4.2. He/she shall handle all correspondence of the Board of Directors in cooperation with the HCEO.
- 5.4.3. He/she shall maintain a membership list in cooperation with the HCEO.
- 5.5. Trustee in charge of Registration
- 5.5.1. He/She shall work in conjunction with the HCEO to facilitate the registration process for both the Fall and Spring outdoor seasons.
- 5.5.1.1. Establish registration dates and deadlines
- 5.5.1.2. Review and approve registrations forms prior to sending to print
- 5.5.1.3. Obtain completed registration forms from the HCEO the day following the last day of registration
- 5.5.1.4. Place players on teams for both in-house and recreational travel teams on a first-come, first-served basis.
- 5.5.1.5. Receive select and premier team rosters as compiled by the coaches of their respective teams
- 5.5.1.6. Submit all in-house and travel teams to the HCEO by the mutually agreed upon deadline.
- 5.5.2. Players shall be placed in age appropriate divisions, as specified by the United States Soccer Federation (USSF) and/or the HCSA affiliated leagues.
- 5.5.2.1. A player may be placed in an age division one year older than his/her age appropriate division at the discretion of the Registrar.
- 5.5.2.2. Players wishing to play in an age division that is more than one year greater than his/her minimum age division must receive HCSA Board approval prior to team placement.
- 5.6. Trustee in charge of Facilities
- 5.6.1. Shall work closely with the HCEO and the School District of Hartland to maintain the fields and facilities that the HCSA utilizes throughout the soccer seasons.
- 5.6.2. Set up all game fields that are used for Travel and Select games to comply with USYSA requirements.
- 5.6.3. Ensure and oversee that all fields are mowed and striped to USYSA compliance for game days.
- 5.6.4. Ensure that all equipment used on the playing fields is in good shape and safe for play.
- 5.6.5. Ensure that all practice facilities are in good shape and safe for play.
- 5.6.6. Ensure that all facilities are in sound structural condition and safe for use.
- 5.6.7. Identify, propose and assist in the purchase of needed equipment and materials for fields and facilities.
- 5.6.8. Assist the Board of Directors in establishing a Field/Facilities budget for each year.
- 5.6.9. Coordinate with the Trustee in Charge of Referees to decide if fields are in playable conditions for in-house games. This is to be accomplished 1 hour before the commencement of games on each game day and during the day if changing conditions warrant.
- 5.7. Trustee in charge of Referees
- 5.7.1. Schedule and conduct game referee assignment meetings for each season for all games at Hartland home fields, with the exception of U16 and higher Premier League center referee assignments.
- 5.7.2. Administrate and assign referees for any rescheduled or added matches.
- 5.7.3. Record and calculate the referee payroll for each given period and transmit to HCEO for payment execution.
- 5.7.4. Administrate and communicate all rule applications to the referees at large and individually for the respective game level and leagues for competitions involving Hartland teams.
- 5.7.5. Give clarifications on law applications and league rule applications to players, coaches and referees as requested and deemed necessary.
- 5.7.6. Review and assess referee proficiency for game assignments
- 5.7.7. Remediate any situation involving referee assignments, actions and/or conduct before, during or after a match involving Hartland referees assignments and/or games.
- 5.7.8. Coordinate with the Trustee in Charge of Facilities to decide if fields are in playable conditions for in-house games. This is to be accomplished 1 hour before the commencement of games on each game day and during the day if changing conditions warrant.
- 5.8. Trustee in charge of Uniforms and Equipment
- 5.8.1. Identify, propose and assist in the purchase of player uniforms and equipment for the HCSA for all in-house, recreation travel and select travel teams.
- 5.8.2. Assist the Board of Directors in establishing a Uniform/Equipment budget for each year.
- 5.8.3. Order enough uniforms and equipment for all players and coaches for both the spring and fall sessions.
- 5.9. Trustee in charge of Concessions
- 5.9.1. Shall schedule teams of volunteers to work for identified shifts and present the schedule at the coaches meeting approximately 2 weeks before the start of the season.
- 5.9.2. Assist the Board of Directors in establishing a Concessions budget for each year.
- 5.9.3. Establish the menu and pricing of items to be sold at concessions.
- 5.9.4. Purchase stock for inventory and replenish items as required during the season.
- 5.9.5. Provide a 50% discount on all concession merchandise for all certified referees working that day and wearing the shirt.

- 5.10. Western Suburban Soccer League (WSSL) Representative
- 5.10.1. The WSSL Rep shall act as the liaison between the HCSA and the WSSL.
  - 5.10.2. Shall attend all WSSL meeting including the Annual General Meeting.
  - 5.10.3. Shall ensure all club information, registration packets, monies and/or other data are filed on time as required by the WSSL.
  - 5.10.4. Shall report any HCSA questions, concerns or ideas at the WSSL meetings.
  - 5.10.5. Shall report any pertinent information from the WSSL at the HCSA board meeting.
  - 5.10.6. Shall keep current all information required by the WSSL.
  - 5.10.7. Shall keep permanent records of all WSSL minutes.
  - 5.10.8. Shall instruct the HCEO, board members and coaches in the preparation of required forms, fees, rosters and other information the club is obligated to provide to the WSSL.
  - 5.10.9. Ensure that the HCSA is always in good standing and abiding with the WSSL By-laws and Rules of the game.
  - 5.10.10. Shall pick up trophies awarded to HCSA teams and arrange for distribution to respective teams.
  - 5.10.11. As required, shall represent HCSA on matters involving team issues, protest, etc.
  - 5.10.12. Shall meet with the travel coaches each season to prepare them for play in the WSSL.
  - 5.10.13. Shall be responsible for fees incurred for failing to attend a mandatory WSSL meeting.
- 5.11. Michigan State Youth Soccer Association (MSYSA) and Michigan State Premier Soccer Program (MSPSP) Representative
- 5.11.1. The Rep shall act as the liaison between the HCSA and the MSYSA & MSPSP.
  - 5.11.2. Shall attend all MSYSA & MSPSP meetings including the Annual General Meeting.
  - 5.11.3. Shall report any HCSA questions, concerns or ideas at the MSYSA & MSPSP meetings.
  - 5.11.4. Shall report any pertinent information from the MSYSA & MSPSP at the HCSA board meeting.
  - 5.11.5. Shall keep current all information required by the MSYSA & MSPSP.
  - 5.11.6. Shall keep permanent records of all MSYSA & MSPSP minutes.
  - 5.11.7. As required, shall represent HCSA on matters involving team issues, protest, complaints, conflicts, etc.
- 5.12. Schedule Coordinator
- 5.12.1. Shall develop a calendar, which include the playing weeks of the season, fields and conflicts that would affect schedules (football, lacrosse, and soccer).
  - 5.12.2. Shall attend all WSSL scheduling meetings.
  - 5.12.3. Shall work with all HCSA teams.
  - 5.12.4. Shall provide scheduling precedence as follows:
    - a. Premier (Division 1, 2...)
    - b. Select (Division 1, 2....)
    - c. Recreational (Division 1, 2...)
    - d. In-House (Oldest to Youngest)
    - e. Tournaments or Friendly games
  - 5.12.5. Shall schedule Sunday games preferably after 12:00pm.
  - 5.12.6. Shall attempt to schedule U12 and above team games at a time that will allow those players to serve as referees in house games.
  - 5.12.7. Shall submit to Trustee in Charge of Referees all finalized game schedules.
  - 5.12.8. Shall work with coaches and Trustee in Charge of Referees in canceling and rescheduling or relocating fields as needed throughout the season.
  - 5.12.9. All changes to the master schedule must be approved by the Schedule Coordinator.
- 5.13. Trustee in charge of Communications
- 5.13.1. Manage the material to be posted on the HCSA website: [www.hartlandsoccer.org](http://www.hartlandsoccer.org)
  - 5.13.2. Coordinate general information to the members of HCSA via our website and emails.
  - 5.13.3. Assist the Board of Directors in establishing the website parameters.
  - 5.13.4. Report to the HCSA board about the website status, maintenance costs, sponsorship information and funding.
- 5.14. Trustee in Charge of Fundraising
- 5.14.1. Shall submit proposals to the HCSA regarding various forms of fundraising.
  - 5.14.2. Assist the Board of Directors in establishing a fundraising budget for each year.
  - 5.14.3. Establish the list and pricing of items to be sold at concessions or on special order.

As required, shall represent HCSA on matters involving

- 5.15. Positions appointed by the Board of Directors
- 5.15.1. Soccer Camp Coordinator
- 5.15.1.1. Shall be the primary coordinator of the Soccer Camp Program at the direction of the HCSA Board of Directors.
  - 5.15.1.2. Shall be the main contact with the company that is contracted to facilitate the camp program.
  - 5.15.1.3. Shall set up home for the coaches; establish volunteer schedules, find tents, water containers, portable toilets, and gyms for foul weather days, as well as other duties as may arise.
  - 5.15.1.4. Work with campers, parents, and coaches on any issues complaints and concerns.
  - 5.15.1.5. Coordinate with HCEO on the final number of campers.
  - 5.15.1.6. Attend camp as often as possible for start-up and end of each day, as well as registration and closing.
  - 5.15.1.7. Attend HCSA board meetings to communicate and coordinate Soccer Camp activities.
- 5.16. All board members are responsible to:
- 5.16.1. Attend all board meetings and participate on various committees as necessary.
  - 5.16.2. Act as the board member at large, during scheduled soccer games, by participation of at least two 4-hour shift for each of the fall and spring sessions.

## 6. MEETINGS

6.1. Annual meeting of active members shall be held the second week in February of each year in conjunction with a youth and parent activity. Notification of this meeting shall be published in Hartland Community Life, and the Livingston County Press and Argus, at least one month prior to the meeting date.

### 6.1.1. Agenda for Annual Meeting

- 6.1.1.1. Call to Order
- 6.1.1.2. Proof of notice
- 6.1.1.3. Reading of the last annual meeting minutes
- 6.1.1.4. Reports from: President, Treasurer, and other board members necessary.
- 6.1.1.5. Election of Board of Directors (as per Section 4.4)
- 6.1.1.6. Other business
- 6.1.1.7. Adjournment.

6.2. Regular HCSA Board of Director meetings will be held monthly the second Sunday of each month.

6.3. It is recommended that board members attend all board meetings. If a board member misses three consecutive meetings, he/she maybe subject to review by the Board of Directors.

## 7. ARTICLE VII – METHOD OF AMENDING BY-LAWS

7.1. All proposed amendments shall be submitted by or through a member of the Board of Directors to the secretary at least thirty (30) days prior to the date of the annual meeting.

7.2. By-laws may also be amended at a special meeting called for that specific purpose. Notification of the special meeting and the proposed by-law change must be published in Hartland Community Life one month prior to the meeting or by direct mail, if necessary. Copies of proposed amendments shall be made available to all board members (5) days after being received by the secretary.

7.3. Any by-law changes shall be recommended to the general membership by a majority vote by the Board of Directors. The membership present may then accept the recommendation of the Board of Directors with a simple majority vote. A  $\frac{3}{4}$  majority vote will be needed to override the Board of Directors recommendation.

**RULES, REGULATIONS AND POLICIES  
ADOPTED BY  
HARTLAND COMMUNITY SOCCER ASSOCIATION**

**1. Player Registration**

1.1. The seasonal year shall be from August 1<sup>st</sup> through July 31<sup>st</sup> of the following year. The seasonal year will consist of two seasons; one in the fall and one in the spring of the following year.

1.2. Registration eligibility for all players shall be:

Under – 19: Player has not reached 19<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 18: Player has not reached 18<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 17: Player has not reached 17<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 16: Player has not reached 16<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 15: Player has not reached 15<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 14: Player has not reached 14<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 13: Player has not reached 13<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 12: Player has not reached 12<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 11: Player has not reached 11<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 10: Player has not reached 10<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 9: Player has not reached 9<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 7: Player has not reached 7<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.  
 Under – 6: Player has not reached 6<sup>th</sup> birthday prior to August 1<sup>st</sup> of the seasonal year.

1.3. Player Placement within the Hartland Community Soccer Association.

1.3.1. HCSA In-house Team Play: The in-house team is defined as any team playing all games within the Hartland community, which includes the U-6 through U-10, boys and girls teams.

1.3.2. Recreational Travel team – Non-tryout: The recreational travel team is defined as U-9 through U-19 boys and girls non-tryout teams in which the players are placed onto the teams by HCSA.

1.3.3. HCSA Select Teams: The select team is defined as any team holding an open tryout for players in a specific age group wishing to play in a league sanctioned by Michigan State Youth Soccer Association. *Select also includes Premier.*

1.4. No team shall have more than eighteen (18) players registered at any time.

1.5. A player desiring release from a team after submission of an official club roster must apply to the Board in writing after the conclusion of the fall season for approval prior to the transfer in order to join another team under the jurisdiction of the Club. Players may (in writing) request through HCSA placement on a new team between the fall and spring seasons only.

1.6. The age of all players must be registered with the Club on the official team roster and this registration is binding. At the registration players must present proof of age.

1.7. Any player can be called upon to show proof of his or her legal age if so directed by the Executive Committee. Proof of legal age shall consist of birth certificate, baptismal papers, driver's license, passport or legal alien registration card.

1.8. Any coach, assistant coach, or player who knowingly alters any roster or causes any roster to be altered, or falsifies any birth date or causes any birth date to be falsified shall receive a ONE (1) YEAR suspension for the first offense. After serving the suspension the individual shall be on probation for not less than two (2) years thereafter. Any second offense of a similar nature, that person shall receive a SEVEN (7) YEAR suspension.

**2. Games and Conditions of Playing**

2.1. No games can be changed unless done so by HCSA.

2.2. Any team refusing or failing to play a game without complying with the Club rescheduling rules shall forfeit that game.

2.3. If a game is not played the full time period, the following rules can apply:

2.3.1. A game abandoned at or before half time, shall be declared void and must be rescheduled.

2.3.2. The outcome of a game abandoned in the second half, shall stand as played.

2.4. Each registered player must play at least ½ of each scheduled game and for Select and Premier teams the minimum playing time is 1/3 of each scheduled game unless said player or players are serving an enforced period of non-play by the coach and/or the Hartland Community Soccer Association for a disciplinary reason.

2.5. Any league game ending in a tie shall stand as played.

2.6. Every coach of the Club is responsible for the actions of its players and assistant coaches and is required to take all possible precautions to prevent spectators from threatening or assaulting officials or players before, during, or at the conclusion of the game.

**3. Sportsmanship and Responsibilities of Coaches**

3.1. Coaches are expected to display at all times sportsmanship-like conduct while on the field of play. Continued unsportsmanlike conduct will require an appearance before the HCSA Disciplinary Committee.

- 3.2. Coaching from the sideline shall be conducted in a constrained and reasonable manner and shall occur only between the penalty areas limited to own side of the field. No coach or substitute player shall be allowed beyond the penalty area except for U-6. No coach, player or spectator shall be allowed behind either goal or at either end of the field while play is in progress.
  - 3.3. If possible both teams must take the opposite side of the field from the spectators in all age groups. Only the team players and three coaches may be on that sideline with the exception of a coaching club officer.
  - 3.4. HCSA shall be held responsible for the condition of the field. Field markings and proper equipment such as goal nets are considered necessary for a club sponsored game.
  - 3.5. The coach shall be responsible, prior to the game, to check all players of the team to insure that no dangerous equipment, bracelets, necklaces or any accessories which might cause danger are being worn.
  - 3.6. Verbal criticism of the referee during the game by coaches, spectators or players will not be allowed.
  - 3.7. There is no smoking allowed.
4. Removal of a Coach: If in the course of a coach's season, legitimate complaints from interested parties (i.e. parents, referees, league officials) are lodged with the HCSA; investigation of the coach may be required. This process will first require a warning to the coach. On the second occurrence, the board will then investigate all legitimate complaints. If deemed necessary, the coach will be removed. Investigations will be done by the Trustee responsible for coaches and will report to the board. Selection of a new coach is previously stated.
5. Rules and Regulations Administered by HCSA
- 5.1. The Club LAWS OF THE GAME shall be the LAWS OF THE GAME as published by F.I.F.A. except for those exceptions as specified within this policy statement under Rule 5 "Club Game Rules Exceptions to F.I.F.A."
  - 5.2. All games played under the jurisdiction of the HCSA shall be officiated by U.S.S.F. registered referees approved by the Club, except as authorized elsewhere in this policy statement.
  - 5.3. If at all possible, referees shall not officiate in any game if a relative is a coach or a player on any team in that division
  - 5.4. All games will be officiated by at least one referee according to MSYSA guidelines.
  - 5.5. In all cases, the center referee for games must be at least two years older than the age group he/she is officiating.
  - 5.6. When no referee shows up for a game, both coaches must agree on who shall officiate or the game shall be rescheduled.
  - 5.7. Should a referee become incapacitated during the process of a game from any cause that would prevent him/her from continuing, control of the game must be turned over to another properly registered U.S.S.F. referee or another person mutually agreed upon by both coaches.
  - 5.8. The referee shall be the sole judge of the field of play and the decisions rendered shall be deemed final.
  - 5.9. Red cards issued by a referee must be reported to the chairman of the Disciplinary Committee using the approved format.
  - 5.10. When a player or coach has been ejected from a game the referee shall not restart the game until the ejected individual has left the field to the satisfaction of the referee.
  - 5.11. In cases where the condition of the field must be decided upon, only the referee's ruling will be accepted.
  - 5.12. All games shall start at the scheduled time. After a maximum of 15 minutes delay, the game shall be abandoned and the circumstances reported to the Club.
  - 5.13. All players shall have clearly defined numbers on their shirts. Goalkeepers may be exempt from this ruling.
  - 5.14. Goalkeepers and field referees shall wear colors that are distinct from their own team and the opposing team.
  - 5.15. In the event that two opposing teams have similar colors, the home team must change colors to the satisfaction of the referee.
6. Hartland Community Soccer Association Game Rules – Exceptions to F.I.F.A.
- 6.1. Under – 8 Age Division: Abide by the modified rules as developed by the MSYSA rules for the Under-8 Development Program.
  - 6.2. Under – 10 Age Division: Abide by the modified rules as developed by the MSYSA rules for the Under-10 Development Program.
  - 6.3. Under – 12 Age Division: Abide by the modified rules as developed by the MSYSA rules for the Under-12 Development Program.
  - 6.4. Affiliated League Play: All HCSA club members shall abide by any and all rules, which govern any affiliated league in which they participate.

- 6.5. Substitutions - All substitutions can be made only at the following times and under the following conditions for Under-6 and above age groups.
  - 6.5.1. After a goal is scored.
  - 6.5.2. Both teams may substitute prior to restarting the game when a goal/kick has been awarded.
  - 6.5.3. The team awarded the ball on a Throw-in may substitute prior to putting the ball in play
  - 6.5.4. At half time, referee notification is only required for a goalkeeper substitution at this time.
  - 6.5.5. When play is stopped for an injured player or players if the coach and/or team office enter the field the player (s) must be substituted. The injured player (s) may be substituted and the opposing team can also substitute like number of players.
  - 6.5.6. A goalkeeper may be substituted with a player from off the field or exchanged with a player already on the field at any of the aforementioned substitution times. In addition, the goalkeeper may be exchanged with a player already on the field when a penalty kick has been awarded against their team unless the required playing time has been met.
  - 6.5.7. A player for whom a substitution has been made may return to the same game.
- 6.6. Minimum number of players required to start a game:
  - 6.6.1. Under-6 must field at least three (3) players to begin any game.
  - 6.6.2. Under-8 must field at least four (4) players to begin any game.
  - 6.6.3. Under-10 must field at least four (4) players to begin any game.
  - 6.6.4. Under-12 must field at least five (5) players to begin any game.

## HARTLAND COMMUNITY SOCCER ASSOCIATION RECREATIONAL TRAVEL TEAM GUIDELINES

1. **Purpose:** To provide teams on which players can participate in the sport of soccer in leagues established for recreational team participation against players of comparable abilities thereby improving the abilities of the individuals as well as the teams.
2. **Definitions of a recreational travel team:** Any team formed under the authorization of the HCSA which has no tryouts for the team, and is put together as a team via the HCSA registrar will be a travel recreational team.
3. **Applicability:** These guidelines apply to any youth (Age U-10 to U-19) select team formed with the authorization and under the jurisdiction of the HCSA. Failure to comply with these guidelines may result in disciplinary action up to and including loss of affiliation with the HCSA.
  - 3.1. Teams may be formed to play in a league approved by the HCSA Board. Boy and girls teams shall be formed for a full seasonal year (August 1 through July 31) except for those for which there is only a fall or spring schedule available.
  - 3.2. Any travel recreational team may have a maximum of 33% of the roster playing up (e.g. 15 players, 5 playing up, 16 players, 5 playing up).
4. **Selection of the Coach:** The HCSA Board shall approve all travel recreational teams head coaches. The HCSA Board reserves the right to appoint a new coach for an existing team if inappropriate behavior by the coach indicates that a change is in the best interest of the team.
5. **Coaches Responsibilities:**
  - 5.1. **To Players and Parents:**
    - 5.1.1. Communicate all necessary information including, but not limited to:
      - 5.1.1.1. Philosophy
      - 5.1.1.2. Discipline and sportsmanship
      - 5.1.1.3. Maps, schedules, etc.
  - 5.2. **To HCSA Board / Club:**
    - 5.2.1. Inform the Board of intent to coach and fill out application to coach.
    - 5.2.2. Inform the Board or representative designee of any major discipline problems or player removal.
  - 5.3. **Registration of the Team with approved League:**
    - 5.3.1. Provide league or representative designee with necessary items from players such as birth certificates, photos, contracts, medical releases, etc.
    - 5.3.2. Provide league or representative designee with necessary items such as maps, fees, scheduling information, field availability times (through field coordinator).
  - 5.4. **Equipment:**
    - 5.4.1. Be sure that all players meet the current FIFA requirements for equipment including shoes, shin guards, jerseys, etc.
    - 5.4.2. Appropriate game balls
    - 5.4.3. All teams must have first aid supplies at practice and games.
  - 5.5. **Game Day:**
    - 5.5.1. Confirm with the opposing Coach.
    - 5.5.2. Provide game sheet, envelope, and everything else required by the league.
  - 5.6. **Tournaments:**
    - 5.6.1. Tournament play is not required, but provides opportunities for more and varied competition.
      - 5.6.1.1. Choose from available tournaments.
      - 5.6.1.2. Complete application providing all necessary information
      - 5.6.1.3. Arrange hotels if needed.
      - 5.6.1.4. Acquire permission to travel (out of state) from MSYSA.
6. **Eligibility:**
  - 6.1.1. Players are permitted to play on only one team per season though participation on Olympic Development, all star, or special tournament teams is permitted with approval of the board.
  - 6.1.2. Major disciplinary action (suspension for more than a week) or player removal must be reported to the Board Representative or designee within 48 hours.
7. **Removal of a Coach:** If in the course of a coach's season, legitimate complaints from interested parties (i.e. parents, referees, league officials) are lodged with the HCSA; investigation of the coach may be required. This process will first require a warning to the coach. On the second occurrence, the board will then investigate all legitimate complaints. If deemed necessary, the coach will be removed. Investigations will be done by the Trustee responsible for coaches and will report to the board. Selection of a new coach is previously stated. For any minor or major offense, the coach will be suspended until the final ruling has been issued.

8. Uniforms and Names:
  - 8.1. Corporation sponsorship logos are not prohibited but require HCSA board approval.
  - 8.2. All team logos will incorporate the HCSA letters.
  - 8.3. All teams must wear club uniforms for all league games.
  
9. Disciplinary Rulings and Minimum Punishment: In general, select teams are subject to the rules of their respective leagues. The following punishments are minimums set by the HCSA and are not meant to be additional punishments imposed by the leagues unless the league punishment is less severe. It is the duty of the coaches to notify the select team coordinator when any of the following are applicable. Failure to notify may result in further penalties against the coach.
  - 9.1. Player Fighting: Players guilty of fighting before, during or after games shall receive a two-game (2) suspension.
  - 9.2. Player Profanity: A player guilty of using profanity, either by word or sign, against another player, coach, spectator, referee, linesman, or any league official shall receive a two-game (2) suspension.
  - 9.3. Player Threats: A player guilty of making threatening gestures against another player, coach, spectator, referee, linesman, or any league official shall receive a one-game (1) suspension.
  - 9.4. Player Striking Official: A player guilty of pushing or striking any coach, referee, linesman, or any league official shall receive a one-year (1) suspension.
  - 9.5. Player Ejection: Any player sent off the field by the referee shall receive a minimum one-game (1) suspension.
  - 9.6. Coach Threats: Coaches are team officials who make threatening gestures or use threatening language to other players, coaches, league officials, referees or linesman shall be disciplined according to the following schedule:
    - 9.6.1. First time: Two game (2) suspension.
    - 9.6.2. Second Time: The offender shall appear before the MSYSA Board and be suspended for four (4) games
    - 9.6.3. Third Time: The offender will be suspended for not less than one (1) year.
  - 9.7. Coach Fights: Coaches or team officials who fight at any time shall be disciplined according to the following schedule:
    - 9.7.1. First time: The offender shall appear before the State Board and shall be suspended for a minimum of one (1) year.
    - 9.7.2. Second Time: The Offender shall be suspended for not less than three (3) years.

**HARTLAND COMMUNITY SOCCER ASSOCIATION SELECT TRAVEL TEAM GUIDELINES**

1. Purpose: To provide teams on which “premier” players can participate in the sport of soccer in leagues established for select team participation against players of comparable abilities thereby improving the abilities of the individuals as well as the teams.
2. Definitions of Select team: Any team formed under the authorization of the HCSA which has open tryouts for the team, is personally selected by the coach with the right of refusal, will be a “select” team.
3. Applicability: These guidelines apply to any youth (Age U-10 to U-19) select team formed with the authorization and under the jurisdiction of the HCSA. Failure to comply with these guidelines may result in disciplinary action up to and including loss of affiliation with the HCSA for purposes of sponsorship.
  - 3.1. Teams may be formed to play in a league approved by the HCSA Board. Boy and girls teams shall be formed for a full seasonal year (August 1 through July 31) except for those for which there is only a fall or spring schedule available.
  - 3.2. Tryouts will be held at times designated by MSYSA.
  - 3.3. The approved coach and assistants shall select players.
  - 3.4. The select team is defined as any team holding an open tryout for players in a specific age group wishing to play in a league sanctioned by the MSYSA.
  - 3.5. Any select team player may play up on age group. The exception is the U-19 open division as defined by the State Premier League, in which U-16 age players and older may play on the same team in that division only.
  - 3.6. Any select team may have a maximum of 33% of the roster playing up (e.g. 15 players, 5 playing up, 16 players, 5 playing up).
4. Selection of the Coach: The HCSA Board shall approve all select teams head coaches. The HCSA Board reserves the right to appoint a new coach for an existing team if inappropriate behavior by the coach indicates that a change is in the best interest of the team.
5. Coaches Responsibilities:
  - 5.1. To Players and Parents:
    - 5.1.1. Communicate all necessary information including, but not limited to:
      - 5.1.1.1. Philosophy
      - 5.1.1.2. Discipline and sportsmanship
      - 5.1.1.3. Maps, schedules, etc.
  - 5.2. To HCSA Board / Club:
    - 5.2.1. Inform the Board of intent to coach and fill out application to coach.
    - 5.2.2. Inform the Board or representative designee of any major discipline problems or player removal.
    - 5.2.3. Select the players.
  - 5.3. Registration of the Team with approved League:
    - 5.3.1. Provide league or representative designee with necessary items from players such as birth certificates, photos, contracts, medical releases, etc.
    - 5.3.2. Provide league or representative designee with necessary items such as maps, fees, scheduling information, field availability times (through field coordinator).
  - 5.4. Equipment:
    - 5.4.1. Be sure that all players meet the current FIFA requirements for equipment including shoes, shin guards, jerseys, etc.
    - 5.4.2. Appropriate game balls
    - 5.4.3. All teams must have first aid supplies at practice and games.
  - 5.5. Game Day:
    - 5.5.1. Confirm with the opposing Coach.
    - 5.5.2. Provide game sheet, envelope, pass card, and everything else required by the league.
  - 5.6. Tournaments:
    - 5.6.1. Tournament play is not required, but provides opportunities for more and varied competition.
      - 5.6.1.1. Choose from available tournaments.
      - 5.6.1.2. Complete application providing all necessary information
      - 5.6.1.3. Arrange hotels if needed.
      - 5.6.1.4. Acquire permission to travel (out of state) from MSYSA.
  - 5.7. Selection of Players:
    - 5.7.1. All select teams will hold open tryout according to MSYSA guidelines.
    - 5.7.2. These tryouts are to be scheduled through the HCSA select TEAM Coordinator(*who's job is this???*) and must be publicized.
    - 5.7.3. The coach and his assistants will conduct tryouts.
    - 5.7.4. The content of the tryouts shall be sufficient to fairly evaluate each player.
6. Eligibility:
  - 6.1.1. Players are permitted to play on only one team per season though participation on Olympic Development, all star, or special tournament teams is permitted with approval of the board.

- 6.1.2. Major disciplinary action (suspension for more than a week) or player removal must be reported to the Board Representative or designee within 48 hours.
- 6.1.3. Coaching a select team requires more than practice and game time. The board will not allow any person to coach more than one select team to assure that the team receives the full attention of the coach.
7. Removal of a Coach: If in the course of a coach's season, legitimate complaints from interested parties (i.e. parents, referees, league officials) are lodged with the HCSA, investigation of the coach may be required. This process will first require a warning to the coach. On the second occurrence, the board will then investigate all legitimate complaints. If deemed necessary, the coach will be removed. Investigations will be done by the Trustee responsible for coaches and will report to the board. Selection of a new coach is previously stated. *For any minor or major offense, the coach will be suspended until the final ruling has been issued.*
8. Uniforms and Names:
- 8.1. *Corporation sponsorship logos are not prohibited but require HCSA board approval.*
- 8.2. *All team logos will incorporate the HCSA letters.*
- 8.3. *All teams must wear club uniforms for all league games.*
9. Disciplinary Rulings and Minimum Punishment: In general, select teams are subject to the rules of their respective leagues. The following punishments are minimums set by the HCSA and are not meant to be additional punishments imposed by the leagues unless the league punishment is less severe. It is the duty of the coaches to notify the select team coordinator when any of the following are applicable. Failure to notify may result in further penalties against the coach.
- 9.1. Player Fighting: Players guilty of fighting before, during or after games shall receive a two-game (2) suspension.
- 9.2. Player Profanity: A player guilty of using profanity, either by word or sign, against another player, coach, spectator, referee, linesman, or any league official shall receive a two-game (2) suspension.
- 9.3. Player Threats: A player guilty of making threatening gestures against another player, coach, spectator, referee, linesman, or any league official shall receive a one-game (1) suspension.
- 9.4. Player Striking Official: A player guilty of pushing or striking any coach, referee, linesman, or any league official shall receive a one-year (1) suspension.
- 9.5. Player Ejection: Any player sent off the field by the referee shall receive a minimum one-game (1) suspension.
- 9.6. Coach Threats: Coaches are team officials who make threatening gestures or use threatening language to other players, coaches, league officials, referees or linesman shall be disciplined according to the following schedule:
- 9.6.1. First time: Two game (2) suspension.
- 9.6.2. Second Time: The offender shall appear before the MSYSA Board and be suspended for four (4) games
- 9.6.3. Third Time: The offender will be suspended for not less than one (1) year.
- 9.7. Coach Fights: Coaches or team officials who fight at any time shall be disciplined according to the following schedule:
- 9.7.1. First time: The offender shall appear before the State Board and shall be suspended for a minimum of one (1) year.
- 9.7.2. Second Time: The Offender shall be suspended for not less than three (3) years.