

# **TEXOMA SOCCER ASSOCIATION**

## **PROCEDURES**

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# 1 PROCEDURES

The procedures provide details of how things work within the organization. The procedures are controlled and modified by the executive council.

## 2 RISK MANAGEMENT (COACH PASSES)

### 2.1 General Requirements

TSA fully complies with the requirements established by North Texas Soccer for risk management. The following describes how TSA meets these requirements.

All personnel, over the age of 18, who are actively involved with TSA youth players must complete the Risk Management form (RMF) and annually update the RMF consent statement. Returning personnel will complete this task each fall. New personnel must complete this process their first season.

Oklahoma coaches and coaches from other areas for teams playing in a TSA division (not Intercity) will still follow all steps of a TSA user with the RM being confirmed and activated with submittal of a background check.

### 2.2 Online Process

TSA provides on-line access for collection of data. The on-line methodology is the only approved method for the issuance of coach passes and is only accessible through active accounts. The user may check the status of the RM process through the site.

The TSA user shall initiate the background check using the internet portal. NT conducts a check on all applicants registered as staff, coaches, assistant coaches, or managers.

Step-by-step procedures for completing this requirement follow. With each step, the minimum requirements for each individual are listed. The potential results and consequences of each action are also provided. This procedure assumes that the user is new to TSA. A returning user will complete all the steps but the TSA Registrar does not resubmit the background check.

Note – First time user will CREATE a Risk Management request. Returning users will UPDATE their Risk Management information each fall season.

Step	Activity	Result
1.	User completes the RMF on-line by the dates required by TSA and NT.	Upon submission, the user and TSA receive immediate notice of status via email from the administering service.
2.	User emails the registrar their team affiliation and a photo to be used for a coachID.	
3.a.	STATUS: Accepted	TSA Registrar places the user into the database with proper team assignments. The database provides a registration number for the user. TSA Registrar updates the database to include team assignments and registration number. TSA Registrar activates the status. Coaches will be provided their coachID at the General Meeting.

<b>Step</b>	<b>Activity</b>	<b>Result</b>
3.b.	STATUS: Under Review	The TSA Registrar informs the appropriate area director and the president via email that user is <b>TEMPORARILY SUSPENDED</b> . Temporary suspension means that the user may not be actively involved with any team or staff position. It is the responsibility of the user to resolve their account with North Texas, as the Association does not have access to any of the personal information provided through the online RMF process.
3.b.i	NT requests that the user contact a specific person.	NT handles this request with the user. The user is still under a temporary suspension. It is the responsibility of the user to resolve their account with North Texas, as the Association does not have access to any of the personal information provided through the online RMF process.
3.b.ii	NT favorably completes review.	TSA Registrar places the user into the database with proper team assignments. The database provides a registration number for the user. TSA Registrar updates the database to include team assignments and registration number. TSA Registrar activates the status. The TSA Registrar informs the appropriate area director and the president via email that user is cleared from suspension. Coaches will be provided their coachID at the General Meeting.
3.b.iii	NT permanently restricts the user	The TSA Registrar informs the appropriate area director and the president via email that user is <b>PERMANENTLY SUSPENDED</b> . The TSA Registrar updates the RMF to show the permanent suspension with a date.

### 3 REGISTRATIONS

The TSA EC establishes the date(s) and location(s) for the registration of players and coaches. The dates must insure timely collection of registration material to facilitate assignments to teams. Additionally, the final processing of registration must meet the deadlines established by North Texas to avoid penalties. The calendar will also impact the schedules (see the schedule procedure). The calendar provided is a guideline based on the past history of TSA activities and the 2006-2007 dates are only examples. All registration must have established fees. If the registrant is a first-time TSA registrant, then the registration must include a copy of the player's birth certificate (not a hospital certificate).

Registrations will not be accepted, even with a late fee, after the first weekend of games unless approved by a majority vote of the registrar, President, and Vice President. All late registrants will be returned to the draft.

### 3.1 *Fall Calendar*

<b>Date</b>	<b>Activity</b>
Start Registration	9 weeks prior to season start
End Registration	7 weeks prior to season start
Draft	5 weeks prior to season start
Final rosters to coaches	4 weeks prior to season start; Uniforms ordered based on fall rosters
RMF due	2 weeks prior to season start
Fall Season Starts	2 <sup>nd</sup> Saturday - September
Registration / Money due NT	
Fall Season End	8 weeks (Under-8 and below) 10 weeks (Under-9 and above)

### 3.2 *Spring Calendar*

<b>Date</b>	<b>Activity</b>
Start Registration	7 weeks prior to season start
End Registration	6 weeks prior to season start
Preliminary rosters	6 weeks prior to season start
Draft	5 weeks prior to season start
Final rosters to coaches	4 weeks prior to season start; Uniforms ordered based on fall rosters
RMF due	2 weeks prior to season start
Spring Season Starts	4 <sup>th</sup> Saturday - February
Registration / Money due NT	
Spring Season End (no spring break)	8 weeks (Under-8 and below) 10 weeks (Under-9 and above)

### 3.3 *Online and In-Person Registration*

Online registration is the preferred registration method of TSA. All players will be registered and associated with a parent account online. Mail-in registrations are not

accepted for normal registration.

<b>Registration Activity</b>	<b>Detail</b>
Advertisement	Prior to registration
Registration Period	Lasts three weeks in the fall and two weeks in the spring with a definite end date.
Fees	The fees established are per player, per season. Registration will only be accepted with payment. TSA accepts cash, PayPal, checks, and money orders (payable to TSA). Other payment options may be available in the future.
Preliminary Rosters	Area coordinators are provided pre-draft rosters to identify potential team formation issues.
Draft	The registrar provides final rosters to area coordinators based on the draft. NOTE: Area coordinators must review immediately for corrections (48 hours)
Refunds	Refunds will be processed no sooner than the first week of games and prior to the fourth week of games. FULL REFUND: Provided only if a player is not assigned to a team or the request is made prior to the draft. PARTIAL REFUND: A minimum administrative cost for requests made after a player is assigned to a team will be not be refunded. NO REFUND: For requests received after the first game of the season.

### **3.4 Player Release Procedures**

The following procedures are used for players / teams requesting release to another association.

<b>Step</b>	<b>Activity</b>	<b>Consequence</b>
1.	Player / Coach prepares release paperwork for recreational players. Select players do NOT require a release.	Prior to registration deadline of gaining association and with time to gather signatures. TSA does not normally refuse releases but retains this right under the provisions of NT Rules.
2.	Registration	Release paperwork is provided to TSA Registrar for the FINAL signatures.
2a	Individual Recreational Player	TSA Registrar enters the player in the database as Non-Rostered player
2b	Recreational Teams Competitive Teams	TSA Registrar enters the players and coaches in the database assigned to the team. TSA Registrar provides a signed roster to the team or the gaining association as required by the gaining association.
3.	Fees	TSA collects the NT fee plus an administrative cost (see fees) for all players / coaches released or playing outside of TSA

## **4 SCHEDULES**

The TSA Scheduler is responsible for creating the schedules for all teams playing games at

TSA facilities. The TSA Registrar shall provide the team list to the TSA Scheduler when rosters are final.

TSA shall schedule a minimum of eight games for all teams. However, due to weather, date, and time constraints, TSA does not guarantee any minimum number of games to actually occur. TSA shall attempt to schedule a full round-robin schedule for Under-9 and above divisions. A round-robin schedule is a schedule that has every team playing all opponents the exact same number of games.

All schedules will be posted to the website. The schedules on the website are the official schedules. The TSA Scheduler shall be responsible for updating and maintaining the schedules.

Step	Activity	Procedure
1	Calendar	TSA Scheduler shall work with TSA EC and TSA Registrar to establish the seasonal calendars.
2	Teams	The TSA Registrar provides the teams and the division level for each team. Additionally, teams outside of TSA must provide the TSA Scheduler a list of teams participating.
3	Divisional Schedules	Teams are placed in year pure and gender pure divisions. The TSA Scheduler may further split the divisions to accommodate number of teams or balancing teams by skills.
4	Times	TSA Scheduler shall attempt to balance times within each division (teams playing morning and afternoon). NOTE: TSA uses a commercial scheduling program that does attempt balancing.
5	Software	The TSA Scheduler may use any scheduling software to create schedules. TSA may provide a preferred program.
6	Internet Posting	The TSA Scheduler shall post the schedules to the website in the format required. The first postings shall always be a draft version.
7	Forum	The TSA Scheduler shall use the website forum to handle scheduling issues with individual teams. TSA shall post specific rules concerning requests.
8	Make-Up Schedules	The TSA Scheduler shall be responsible for make-up schedules. Make-up games may "violate" previous request due to the constraints of dates and times.

## 4.1 *Draft Schedules*

The TSA Scheduler initially shall create a draft schedule for review. Draft schedules are subject to change at anytime without notice to affected teams. It is the responsibility of each team to notice issues with schedules while in a draft state.

TSA recognizes that there are times when a team cannot field a team on a specified date and / or time. Every team shall have the privilege to indicate **ONE** game as a conflict from the original draft publication. This is a no question ask privilege. If there is a conflict in requests between the teams involved, then the original draft schedule shall prevail unless the teams with the scheduler can reach a compromise solution.

TSA shall establish cancellation procedures for games. TSA does not guarantee any games

canceled will get new dates. The TSA Scheduler may reschedule games within the seasonal calendar established by the TSA EC. If the TSA Scheduler is unable to schedule within the constraints of the calendar, then the TSA EC must determine if they want to extend the season, cancel any applicable tournaments, or cancel the games.

## **4.2 Final Schedules**

Schedules will become final on a date specified by TSA EC. This date shall be at least one week after the posting of the draft schedules.

Final schedules for all U8 and lower Age Divisions are only changed for a limited number of reasons: TSA scheduling error and successful appeal to the TSA President.

In U9 and older Age Divisions, schedule change requests will be considered if ALL of the following conditions are met:

1. Both coaches agree to the re-schedule date and time.
2. A request is made to the TSA scheduler 10 days in advance of the original schedule date.
3. Referees and fields are available.

Any conflict in the implementation of this procedure shall be addressed by the TSA President.

Teams may not reschedule games on their own. Teams that attempt to reschedule games without TSA Scheduler involvement may be penalized as determined by the TSA EC.

## **4.3 Tournaments**

TSA may offer tournaments or may use regular season standings to determine TSA representation to TOC and the awarding of place trophies for Under-9 and above divisions. TSA may also cancel tournaments and provide the selection process for TOC representatives.

## **5 GAME REPORTS**

### **5.1 *Posting Requirement***

Each team must have at least one active coach account on the website. The website provides the official reporting mechanism for game reports. Scores must be reported for all scoring divisions (Under-9 and above).

### **5.2 *TSA Scheduler***

The TSA Scheduler shall review all game reports submitted. The TSA Scheduler shall “synchronize” a scored game report. A synchronized game impacts the standings. Other game reports are “acknowledged” by the TSA Scheduler. Acknowledged games do not change the standings or tiebreaker issues. If game reports are in conflict relative to who won or a scoring conflict that impacts the tiebreaker results, the TSA Scheduler may contact the teams and referee(s) involved for resolution.

## 6 STANDINGS

TSA standings for Under-9 and above are based on the International Point system. The tiebreaker system uses the 10-point system after head-to-head result determination.

### 6.1 *International Points*

<b>INTERNATIONAL POINTS</b>	<b>VALUE</b>
Win	3
Tie	1
Canceled Game (Tie)	1
<b>TIEBREAKER POINTS</b>	<b>VALUE</b>
Win	6
Tie	3
Shutout	1
Goal Bonus (each team)	3 Maximum
Forfeit Win (Win 2-0)	9
Canceled Game (Tie 0-0)	4

### 6.2 *Tiebreaker Points*

<b>ORDER</b>
International Points
Head-to-Head
Tiebreaker Points
International Points Allowed
Tiebreaker Points Allowed
Goal Differential (3 goal maximum per game)
Shutout Wins
Coin Toss

## 7 COACHES

### 7.1 *General Requirements*

All TSA coaches must have attained the age of 18 years. A person must have attained the age of at least 12 years to qualify as a TSA assistant coach, and must be a minimum of at least one (1) youth division older than the players coached.

### 7.2 *Educational Requirement*

North Texas Soccer requires coaches to obtain certain level of coaching certificates. TSA shall assist coaches to obtain the certificates through scheduling of clinics or providing information where other clinics are held nearby.

1. **U8 and Below:** All coaches prior to completion of the first year must obtain a G Coaching Certificate. TSA shall schedule at least one G Clinic every fall season.
2. **U9 and Above:** Every coach shall obtain an F Coaching Certificate.
3. **U12 and Above:** TSA recommends that all coaches acquire higher level coaching certificates.

## 8 RULES OF COMPETITION

The Rules of Play for Adult and Youth competition of **NTSSA** and its affiliated members shall be the **FIFA** Laws of the Game modified only as provided below.

### 8.1 Law I – Field of Play

Field Size					
U5-6	U7	U8	U9	U10	U12+
15 x 22 yds	30 x <b>40</b> yds	40 x 50 yds	40 x 60 yds	50 x 80 yds	60 x 100 yds to 70 x 120 yds

Goal Size					
U5-6	U7	U8	U9	U10	U12+
3 x 4 ft	4 x 6 ft	5 x 10 ft	6 x 14 ft	7 x 21 ft	8 x 24 ft

### 8.2 Law II – The Ball

Ball Size		
U5-U8	U9-U12	U13+
3	4	5

### 8.3 Law III - Number of Players and Substitution

Minimum Number of Players on Field					
U5-6	U7	U8	U9	U10	U12+
3	3	4	5	6	7

Maximum Number of Players on Field					
U5-6	U7	U8	U9	U10	U12+
3	4	5	6	8	11

Substitutions		
U5 – U8	U9 – U16	U19+
Quarters Injuries* Ref Decision	Half Injuries Throw-in** Goal Kicks Goals Cautioned Player Ref Decision	Half Injuries Any Stoppage with Ref Decision

\* For U8 and below: An injured player may return in the quarter injured with referee concurrence

\*\* Team with throw in has option to substitute. If the team does substitute, then the opposing team may substitute.

#### 8.4 Law VII – Duration of Game

Game Clock Issues									
	U5	U6	U7	U8	U9-10	U12	U14	U16	U19+
<b>Periods</b>	6 min quarters	8 min quarters	10 min quarters	12 min quarters	25 min halves	30 min halves	35 min halves	40 min halves	45 min halves
<b>Quarter Breaks</b>	2 min	2 min	2 min	2 min	NA	NA	NA	NA	NA
<b>Half Breaks</b>	5 min	5 min	5 min	5 min	5 min	5 min	5 min	5 min	5 min

#### 8.5 Law IX - Ball In and Out of Play

Restarts			
	U5-U7	U8	U9+
<b>Out of play</b>	Kick In	Throw In with Redo	Throw In
<b>Kicks</b>	Indirect	Indirect	FIFA
<b>Penalty Kicks</b>	No	No	FIFA

#### 8.6 Modified Playing Rules – U5/U6 Age Division

##### 8.6.1 Crease Restriction

There will be a semi-circle crease in front of the goal. The defense may not position a player in the crease similar to a goal keeper. The offense may not position a player to receive the ball in the crease. The referee shall direct the player, during live play to exit the crease. If the violations persist, then the referee may caution the offending coach for unsporting behavior. If the ball goes into the crease first, then the players may play the ball.

If the crease is not visible, then the referee is the sole judge of restriction.

##### 8.6.2 Spectators

1. Parent/coaches, non-playing players, parents and spectators should not be located less than **three (3)** yards from outside the touchline, nor should they be closer than **ten (10)** yards to the goal line.
2. **NO** individual should be allowed to run the length of the field except participants of the game.

## **8.7 Modified Playing Rules – U7 and Above**

1. The coach must confine him/herself to the coaching area. The attitude of the coach towards officials, spectators, opposing players and coaches should be controlled and undemonstrative.
2. All spectators (including parents) should remain opposite players and coaches in designated areas.

## **8.8 JEWELRY RULES – ALL Divisions**

### **8.8.1 General Rule**

**NO** jewelry allowed including soft bracelets (e.g. strings) and ear studs. The referee shall not be responsible for determining if a player is wearing jewelry not readily visible. The coach shall instruct players to remove jewelry prior to all games. The referee may inform team captains (U12 and above) of the jewelry restriction without conducting individual inspection. The referee must see the jewelry but the assistant referee may inform the referee of the jewelry.

### **8.8.2 Exceptions**

Medical alert jewelry MAY be worn if taped to body with the medical information visible. The referee should be shown the alert jewelry prior to the start of the game but there are no sanctions if this does not occur.

### **8.8.3 Notification Procedure**

1. The referee may exercise discretion and have the jewelry removed during active play by instructing the player to go to the sideline but remaining on the field to remove the jewelry. The referee may also sanction without warning.
2. If the player fails to follow the referee instructions, then the referee must sanction the wearing of jewelry.
3. Sanctions:
  - a. At a stoppage, unless referee determines that the jewelry poses an immediate danger to any participant, the referee shall direct the violator to leave the field and remove the jewelry.
  - b. U9 and above: The game shall restart in accordance with the appropriate FIFA restart procedure and with the team in violation playing short handed.
  - c. U8 and below: The player removes the jewelry and returns to the field. If the jewelry cannot be quickly removed, the referee can direct that the coach provide a substitute. If the coach does not have a substitute or refuses, then the referee shall continue the game with a proper restart.
  - d. U9 and above: Player corrects the jewelry violation. Referee returns the player to game at the any stoppage. **ONLY** the player in violation may return to the field meaning the team may **NOT** substitute for the jewelry violation.

## **8.9      *MERCY RULE***

TSA recognizes that any given team may develop faster than other team in their league/conference. For this reason TSA has a mercy rule which is used to keep the games recreational in spirit, allowing all players to feel good about their play. The mercy rule is used to limit the point differential any one team has over the opposing team in one game. It is the responsibility of the coach to see that his team adheres to the Mercy Rule. The Mercy Rule only applies to division that record scores but **should be understood by all coaches in all divisions** that recreational soccer should not emphasize winning over all other aspects of sportsmanship. Referees will submit a misconduct report on the coach of a team that has a point difference **greater** than 10 goals over their opponent. These reports will be forwarded to the TSA President for resolution. Penalties may include but not necessarily limited to a verbal or written reprimand, suspension of coaching privileges temporarily to suspension of coaching privileges entirely and or referral to A&D hearing.

*Note: This is not a "run rule". The game will not end once the mercy limit is reached. The game will be played to its completion as normal.*

## 9 FEES AND PAYMENTS

### 9.1 General

This section provides the current fees as approved by the EC for TSA youth. Changes to this table may occur at any EC meeting. Consequently, this table may be "dated" based on an EC change not yet posted.

Activity	Fee	As of season
Recreational Player Registration <sup>1</sup>	\$70 per season – in-person registration \$65 per season – online registration (beginning spring 2011) Includes one uniform during soccer year	Fall 2010
Late Fee, Recreational Player	\$15 in addition to normal registration fee. Late fee applies to all applications received AFTER the draft. Late fee applies to all registration to include permitted fills. <sup>2</sup>	Spring 2009
Academy Player <sup>3</sup>	NT fee plus \$3 – per soccer year NT fee currently \$12.25	Fall 2010
Select Player	NT fee plus \$3 – per soccer year NT fee currently \$16.25	Fall 2010
Released Recreational Player <sup>4</sup>	NT fee plus \$3 – per soccer year NT fee currently \$12.25	Fall 2010
Coach, Assistant Coach, Manager of teams playing inside of TSA	\$0 – per soccer year If person serves on multiple teams, then only one fee	Fall 2006
Coach, Assistant Coach, Manager of teams playing outside of TSA (e.g. Select or Academy)	\$5.25 – per soccer year If person serves on multiple teams, then only one fee	Fall 2010
Registrar Payment <sup>5</sup>	\$.0.75 per registration (youth player) \$.50 per registration (adult co-ed <sup>6</sup> and coach) each season	Fall 2006

<sup>1</sup> Includes Academy player also playing on a TSA recreational team

<sup>2</sup> Player returns to draft.

<sup>3</sup> Academy player who is NOT playing on a TSA recreational team

<sup>4</sup> Players released to play outside of TSA

<sup>5</sup> Includes duties as registrar, draft coordinator, and uniform coordinator

<sup>6</sup> Adult league sets fees separately from TSA

<b>Activity</b>	<b>Fee</b>	<b>As of season</b>
Scheduler Payment	\$1.00 per game <sup>7</sup>	Fall 2005
Referee Assignor Payment	\$2.50 per game <sup>8</sup>	Spring 2007
Referees	Fees established by separate contract	Spring 2006

## **9.2 Tournament Participation**

### **9.2.1 Tournament Fees**

Texoma Soccer Association will defray a portion of the tournament fee for Texoma teams that enter a sanctioned tournament (see North Texas rules for sanctioning requirements) outside the home association. TSA will pay up to 50% of a tournament fee with a maximum payment of \$100 per team per season. This fee payment is separate from the Tournament of Champions fee that TSA pays in full for all TSA participants.

To qualify for the fee payment the following procedures must be followed:

1. The team must notify the TSA Registrar of intent to enter a tournament. This notification normally includes a request for an official roster.
2. The team pays the full amount to the tournament organizer.
3. The team participates in the tournament.
4. The team requests defrayal fee from the registrar. The registrar will verify the tournament participation and request a check from the treasurer for payment to the head coach.

### **9.2.2 Official Roster Requests**

Official roster requests must be made to the TSA registrar at least 10 days in advance of the need date. Requests made with less than 10 days notice will be levied a \$35.00 fee, to be collected before the roster is provided.

## **9.3 Player ID Cards**

Player identification cards are not required of any player to participate in local Association games.

### **9.3.1 Card Requests**

Requests for player ID cards must be made to the TSA registrar at least 10 days in advance of the need date. Requests made with less than 10 days notice will be levied a \$35.00 fee, to be collected before the ID card is provided.

<sup>7</sup> All games scheduled, to include cancellations

<sup>8</sup> All games scheduled, to include cancellations

## 10 CHECK SIGNATURES

The following members of the Executive Council shall be signatories on checks drawn on TSA accounts:

TSA President

TSA Vice President

TSA Treasurer

TSA Secretary

All checks greater than \$100 require two signatures. Two signatories of the same of immediate family may **NOT** sign a single instrument.

## 11 ASSIGNMENTS (The Seasonal Draft)

TSA uses a blind draft for initial assignments to teams. The TSA Registrar conducts the draft for all areas. Area Directors and TSA officers may attend the draft.

### 11.1 *Definitions:*

**New Players** – Never played in TSA or played in TSA but did not participate in either of the two previous seasons.

**Returning Player** – Played in previous season

**Skipped Player** – Last played in the season prior to the previous season.

**Youth Division** – US Youth Soccer established divisions, typically every two years (U6, U8, U10, U12, U14, U16, and U19)

**Age Division** – TSA established divisions within youth divisions of typically every year. Sometimes this is referred to as age pure.

**Gender Pure** – No mixing of gender on the team.

**Under-5 Policy** – TSA does not permit Under-5 players to play outside of the Under-5 Age Division unless necessary to create Under-6 teams.

**Under-5 and Spring** – TSA recognizes that players who turn 4 after 31 July and on / before 31 December of the fall season are eligible for play in the spring season. NOTE: These players will be returned to the Under-5 division the following fall season even if placed on a team that moves players to the Under-6 division.

**Play Up** – Play up is defined as playing a player up one age division or one youth division.

**Head Coach Privilege** – the children of a head coach may be assigned to the team of the head coach provided not more than one youth division separation. The TSA policy of age pure shall take precedence on coaching assignments.

**Sibling** – siblings may be assigned to the same team if not more than one youth division separation.

**Area** – Per TSA Rules, this is the school district where the player resides. Multiple school districts may be under the guidance of a single area director.

**Core Team** – Half of a team's maximum roster size from the previous season.

### 11.2 *Pools:*

- a. All new players, returning players, or skipped players requesting to be returned to the draft are placed in a draft pool for the area based upon the player's school.
- b. All returning players who played the previous season are initially placed on the team from the previous season.
- c. All skipped players are initially placed on the last team they played with IF AND ONLY IF there is space on the roster AND a balance of assignments within an area is maintained for the age/youth division. If either criterion fails, then the skipped player is placed in the draft pool. If the last team dissolved in the previous season, there is no team to return to and the player is placed into the draft.

- d. If there are not enough players to form a returning team, then TSA shall place players from a returning team into the draft pool. Similarly, if there are not enough returning players to maintain a *Core Team*, then TSA shall place returning players into the draft pool.
- e. Special requests are handled prior to the draft if approved.

### **11.3 Draft Process**

- a. The number of players in an age division and by gender determines the number of teams from a specific area. TSA attempts to create age pure and gender pure teams within an area when possible. If necessary, TSA will assign based upon youth divisions.
- b. TSA may merge returning teams prior to the draft.
- c. TSA reserves the right to modify this procedure provided the integrity of the blind draft is maintained.
- d. If an area cannot support a team due to the lack of players, then TSA reserves the right to assign players to another team in a nearby area. Parents may refuse the assignment and request a refund. Area directors must coordinate with the parents and the TSA Registrar to facilitate the assignment and the possible refunds.

### **11.4 Special Requests**

Special Requests must be handled through each member's Area Director. Requests should be made in writing by mail or email, separate from the actual registration process. If email is unavailable requests can be mailed to the main Association address. All requests must be received prior to the draft and made each season. Special Requests must be approved by a majority vote of the registrar, President, and Vice President.

- a. Friend recruitment – the players in the Under-6 youth division may request assignment with a friend. This option is NOT available for older ages.
- b. Car pooling – TSA does NOT recognize transportation requests.
- c. TSA does NOT honor requests to play for a specific team. TSA reserves the right to assign a player to a specific team under some limited circumstances.
- d. TSA does NOT assign players based on skills or tryouts.
- e. Any parental request to NOT play for a particular team or coach must be by letter stating the reasons. The request must be submitted at the time of registration. IF the registrar, TSA President, and TSA Vice President accept the request (2 of 3 must concur), then the player must return to the draft. If the only team in the area is the team that the player did not want for assignment, then the player shall be given the option to reconsider a full refund. TSA will NOT honor requests to move out of an area.
- f. Sibling and Head Coach Privilege – must be identified before the draft. A post draft change may result in a necessary trade to facilitate uniform distribution. A post-draft change may occur based on coach assignment only. NOTE: The coach privilege is for the head coach ONLY.
- g. Parents may request that a player be permitted to play up one age division. This request is reserved for U7 and older Age Divisions and does not include the U6 Youth Division. Players of the proper age division will not be displaced from

assignment to an appropriate team to grant such a request. TSA will assign players so that the fewest number of players possible are without teams.

- h. Parents may request that a female player be assigned to play on a boy's team. TSA shall honor this request if a roster slot is available AFTER all male players are assigned. (See intercity exception below)
- i. TSA may request permission to assign a player up one youth division in order to create a team. TSA may only request permission if a team is not available at the proper youth division.
- j. TSA may assign a player up one age division if the player remains in the same youth division without permission of the parents.
- k. TSA may assign female players to a boy's team if there are not enough female players to form a girl's team. TSA policy is to attempt to assign at least two females to a boy's team.

### **11.5 Intercity, Private Schools, Releases**

- a. TSA recognizes Intercity as the league for many of the older teams. Teams playing in the intercity divisions are formed based on the entirety of the Texoma boundaries with every attempt of maintaining area assignments. Intercity teams are normally age and gender pure and TSA shall attempt to abide by this guidance. TSA may refuse requests of a female to be on a male intercity team if there is a girl's team of the proper age / youth division.
- b. Private Schools – TSA does NOT recognize private schools as separate entities for the purpose of assignment.
  - 1) Players currently assigned at the time of adoption shall retain right of return in accordance with specifications above. Current private school team rosters are frozen at the time of adoption. These rosters may not add new players and if the team is unable to fill a roster, then the players return to the draft. Any current private school team NOT assigned in accordance with the draft procedures above is ineligible for tournament participation as a recreational team but shall retain participation and recognition of placement awards if involved in a TSA division.
- c. TSA shall consider all recreational players not participating in a TSA recognized division as released with or without paperwork. TSA recommends that all released players provide a release form to TSA at the time of registration. A player released to play outside of TSA must register through TSA in accordance with North Texas rules.
- d. Any team formed outside the assignment procedures above is not a recreational team under the rules of North Texas. If a team forms for the purpose of playing outside a TSA division, then the registrar shall inform the gaining association that the team does not meet the requirements of being a recreational team.
- e. Oklahoma players desiring to play on a TSA team must obtain a release from their home association, home state association, and North Texas approval prior to participating in any scheduled games. This is an annual requirement for a soccer year. Given that this procedure can take time, TSA will allow the player to register and practice with the assigned team. These players will pay the identical fees and have the same assignment procedures as a normal TSA player. If a release is not

obtained or not granted, then the player shall not participate with any TSA team. Any potential refund will be handled on a case-by-case basis.

## 12 VENDORS AND SPONSORSHIP

TSA attempts to provide a quality program at the lowest cost to the player. To insure that this is equitable to all players, TSA reserves the right to select vendors for all events related to TSA. The Executive Committee shall determine vendors for the activities listed below and any other vendors deemed necessary to conduct business. All teams and players are expected to support the TSA vendors meaning that no player may be forced to use, purchase, or attend events outside of TSA approved vendors. No coach, team, or sponsor has the authority to charge extra or require a player to participate outside the selected TSA events.

### 12.1 *Specific Vendors:*

- a. **Uniforms** – as part of the registration fee, TSA purchases one uniform per year for a player. The purchase of the uniform is the first season of the player's participation in the soccer year.
- b. Teams may purchase an additional uniform at team's cost with **100% approval** from the parents. TSA recommends that this approval be in writing to avoid conflicts. Teams may **NOT** require the purchase of an additional uniform. A coach, sponsor, or other entity may purchase a uniform for the player who chooses not to pay for another uniform.
- c. **Photographic Service** – TSA selects a vendor and arranges through the website the scheduling of photos. As part of the vendor selection, some of the proceeds return to TSA, assisting in keeping the costs down. Teams are encouraged to use the service with the understanding that no one is forced to purchase any photos. However, if a team desires to use a different paid service, then the team must **FIRST** schedule and attend a session with the TSA vendor to avoid any potential conflicts. Teams may **NOT** require the use of a different photographer. This is only for the team photos.
- d. Teams that do not follow this procedure shall be fined \$2 per registered member of the team. Fines are paid by the coach. The coach(es) are suspended from TSA participation until the fine is paid.
- e. **Camps** – TSA recognizes the value of camps for the players but also recognizes the work that volunteers must provide to sponsor a camp. Additionally, the facility availability may be limited. TSA attempts to sponsor at least one camp every summer. TSA encourages players to attend camps where possible. The TSA President shall have the authority to approve or deny the advertising of camps on the TSA website through news or other links. TSA Executive shall have the authority to release player name and mailing addresses only of players. TSA shall **NOT** release any other information to camp vendors.

### 12.2 *Sponsorship*

- a. TSA allows the use of sponsorship of a team to purchase additional uniform and other equipment. The choice of sponsors is left solely to the discretion of the team. The sponsor may include a logo on the uniform.
- b. Sponsorship must have **100% approval** from the parents. TSA recommends that this approval be in writing from each parent.

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- c. **Restriction (Youth):** The sponsor for youth teams must be age appropriate and follow any laws governing events.
    - 1) Absolutely **NO** alcoholic or tobacco products logo or name may appear on any uniform.
    - 2) Absolutely **NO** logo or name for establishments that distributes alcoholic beverages as their primary business (i.e. a package store).
    - 3) Absolutely **NO** logo or name that is an adult only establishment.
    - 4) TSA discourages the sponsorship by any entity associated with the products even if the uniform does not include sponsorship.
    - 5) TSA discourages the sponsorship by establishments whose primary revenue comes from the sale of alcoholic beverages although youth may also be served in the establishment.
    - 6) TSA discourages the wearing of the restricted logo apparel by spectators but does not have any authority to restrict the wearing of the apparel by spectators. However, all personnel legally on the sideline with the team shall abide by the restrictions.
  - d. TSA teams / individuals will be given the opportunity to immediately correct violations without penalty.
  - e. TSA teams who violate this procedure and are unable to immediately correct shall forfeit the game. Additionally, the team shall be suspended until the uniform issue is corrected.
  - f. An individual who violates this procedure and is unable to immediately correct the violation shall be asked to leave the game. NOTE: Leave means sight and sound. If it is a coach and an assistant coach is not present, then a parent will be asked to coach for that game. If a parent does not come forward, then the game is forfeited.
  - g. TSA acknowledges that there are teams from outside the control of TSA that may not have restrictive codes. TSA reserves the right to cease any relationship with outside entities that do not follow these restrictions.

## 13 ELECTIONS

This procedure establishes the election of officers and area directors as specified by the TSA Constitution. All elections shall be at the general meeting prior to the fall season. Player counts determine the need for area directors and are established by adding new spring players to the fall player count. If an area qualifies for a director, then that area will be added to the procedure and director selected at the fall meeting. The Executive Committee shall appoint an existing area director to cover areas that do not qualify or to fill vacant area director positions. The EC shall determine area director eligibility at the first EC meeting following the TSA spring season. EC Vote Adjustments shall be made at the first EC meeting following the fall general meeting.

<b>POSITION</b>	<b>PERIODICITY</b>
TSA President	Odd years
TSA Vice President	Even years
Director of Association Development	Odd years
TSA Secretary	Odd years
TSA Treasurer	Even years
TSA Coaching & Player Education	Odd years
TSA Public Relations	Even years
TSA A&D Commissioner	Odd years (Appointed)
Denison Area Director	Even years
Gunter Area Director	Even years
Howe Area Director	Odd years
Pottsboro Area Director	Odd years
Sherman Women's Director	Odd years
Sherman Men's Director	Even years
Tom Bean Area Director	Even years
Van Alstyne Area Director	Even years
Whitewright Area Director	Odd years

## 14 REVISION HISTORY

Version	Description	Date
102	1. Updated the Late Fee amount.	12/17/2008
103	1. Added Special Request requirements.	3/15/2009
104	<ol style="list-style-type: none"> <li>1. Added the Revision History and general formatting updates to the document. No data was dropped or added other than what is documented below.</li> <li>2. Added clarification on Risk Management criteria and notification process.</li> <li>3. Added Late Registration acceptance policy.</li> <li>4. Removed the requirement that the TSA registrar use the League Organizer software.</li> <li>5. Updated the Online and In-Person Registration Process procedures and included PayPal as an acceptable payment option.</li> <li>6. Included the new process for exceptions to the Final Schedules for U9 and older age divisions.</li> <li>7. Included the new Coaching Requirements.</li> <li>8. Renamed Special Game Day Rules to Rules of Competition and organized by FIFA Law, congruent with the NT Bylaws.</li> <li>9. Added NT Bylaw "Modified Playing Rules – U7 and Above" detailing coaching and spectator field requirements. The coaching requirement is directly from the NT Bylaws.</li> <li>10. Added NT Bylaw "Modified Playing Rules - U5/U6 Age Division" detailing spectator field requirements.</li> <li>11. Added procedure details for how area numbers are derived for Area Director voting rights and included the new Director of Development to the Elections table.</li> <li>12. Added a table of contents and the revision history.</li> </ol>	5/12/2009
105	<ol style="list-style-type: none"> <li>1. Added the definition of a Core Team for the purposes of the seasonal draft.</li> <li>2. Added lead time requirements for team roster requests and individual player ID cards from the registrar.</li> <li>3. Clarified that skipped players must return to the draft if the prior team no longer exists.</li> <li>4. Clarified that late registrants must return to the draft.</li> </ol>	12/15/2009
106	1. Updated the Risk Management process.	6/15/2010
107	<ol style="list-style-type: none"> <li>1. Updated Risk Management notification procedures to reflect current process of North Texas for volunteers who are permanently suspended.</li> <li>2. Updated Special Request notification procedures.</li> </ol>	8/12/2010
108	<ol style="list-style-type: none"> <li>1. Clarified that play-up requests are not considered for U6 youth Division.</li> <li>2. Updated Fees and Payments table to reflect current contract rates.</li> <li>3. Update draft procedures to reflect current process not using Excel.</li> </ol>	9/08/2010
109	<ol style="list-style-type: none"> <li>1. Changed seasonal calendar.</li> <li>2. Added term limits for second Sherman Youth Commissioner and Director of Public Relations.</li> <li>3. Renamed Director of Development to Director of Coaching and Player Education.</li> <li>4. Renamed Sherman Area Director to Sherman Women's Commissioner</li> </ol>	2/24/2011
110	1. Updated tournament reimbursement procedure due to the Association	

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	now hosting local tournaments. The intent is for teams to gain exposure to external teams.	
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