

# California Capital Premier League

## Policy manual

### **ARTICLE I Purpose**

Provide a Division I playing League within District VI of the California Youth Soccer Association, North.

### **ARTICLE II Affiliation and Authority**

#### **Section A: Affiliation**

1. The California Capital Premier League is affiliated with District VI of the California Youth Soccer Association, North.

#### **Section B: Policy Revisions**

1. Any policy or rule change and/or addition must be approved by a two-thirds majority of the California Capital Premier League Board of Directors. Changes are also subject to the approval of the District VI Board of Directors.
2. The District Commissioner shall be advised of all proposed changes in advance of said change.

#### **Section C: Board of Directors**

1. The California Capital Premier League Executive Board will consist of four (4) members: Manager, Assistant Manager, Secretary and PAD Chairperson.
2. The District VI Commissioner shall appoint the manager.
3. The Executive Board shall be appointed by the manager and approved by the League Board.
4. The board of directors will be made up of the executive board plus the competitive manager or representative of each club.
5. Attendance at league board meetings by all club managers or their representative is mandatory unless excused by the League Manager or his/her designee. Unexcused absences from league board meetings may result in the club being placed in bad standing.
6. Duties of the Board Members are as follows:
  1. Manager shall set policies and maintain workable guidelines. Conduct all meetings and represent the league board at all District VI meetings.
  2. Assistant Manager assumes the duties of the manager in the manager's absence.
  3. Secretary shall record minutes and maintain records of league meetings.
  4. PAD chairperson shall chair the PAD committee and chair any appeals hearings.

### **ARTICLE III Membership**

#### **Section A: Participating Teams**

1. Each District VI League may designate one club for division I teams, who shall be responsible for entering teams for participation in the California Capital Premier League.
2. Teams wishing to play in the League from outside District VI must have the approval of both District Commissioners and the league board.
3. All teams participating in the League must agree to follow all California Capital Premier League and District VI rules.
4. The League will only accept teams that are in good standing with their competitive club, league and District.

# California Capital Premier League

## Policy manual

### **Section B: Fees**

1. The League Board with the approval of the District VI Board of Directors shall establish team fees.
2. Clubs may be asked to post a two hundred dollar (\$200.00) per team performance bond to ensure completion of League obligations.

## **ARTICLE IV Scheduling**

### **Section A: Fields**

1. Each club must provide at least one (1) unrestricted field for each multiple of five (5) teams for fall season play.
2. For winter season play one (1) unrestricted field must be provided for each multiple of four (4) teams.
3. Unrestricted fields must be available for scheduling all day on each approved play date.
4. If a Club's primary fields are unavailable on a given play date, an alternate unrestricted field must be provided for scheduling.
5. Any club in noncompliance will have limited hosted games scheduled for their teams.

### **Section B: Scheduling Deadlines**

1. Fall Season: June California Capital Premier League meeting.
2. Winter Season: October California Capital Premier League meeting
3. Clubs must submit team participation forms to the League Manager, by the scheduling deadline to be included in the schedule.
4. If a team withdraws from League after the scheduling deadline, League fees will be forfeited, and the club shall be fined \$200.00. Teams accepted for the CYSA Premier League shall be exempt from fines and shall have their league fees refunded

### **Section C: Playing Up**

1. Any team proposing to play above their division of registration will be subject to approval by majority vote of the Playing League Board of Directors.

### **Section D: Scheduling Brackets**

1. Teams participating in the League may be assigned to Premier, Gold, and/or Silver divisions for the purpose of competition.
2. Division assignments will be established by the Board of directors.

## **ARTICLE V Local Competition Rules**

### **Section A: Seasons**

1. The fall season will commence on the first or second Saturday in September.
2. The winter season commence on the first or second Saturday in January.
3. Specific dates for game play will be determined by the Board of Directors.

### **Section B: Team Contact information**

1. Clubs must designate a minimum of two adult contacts for each team. Contacts may be Head Coach, Assistant Coaches, Team Managers, or Club Managers.
2. Contact information must be entered by the Club on the California Capital Premier League website.

### **Section C: Referees**

# California Capital Premier League

## Policy manual

1. All clubs should have three (3) officials for each game, a referee and two assistant referees, in accordance with USSF guidelines. They must be in uniform, be licensed and qualified for the age group for which they are assigned.
2. If a game is not played as the result of not having appropriate officials, the game will be rescheduled at the discretion of the visiting team. The game will be rescheduled at the visiting team's home field and all associated field and referee costs will be the responsibility of the original home team's club.

### **Section D: Scores**

1. Each Club shall designate a Club Statistician who will report all game scores to the League website in accordance with the League Standings Procedures.
2. Each Club is responsible for establishing procedures for collecting home game scores.
3. All home games shall be posted to the League website within 48 hours of the scheduled game time, even if the game was postponed.

### **Section E: Red Cards**

1. The referee is to immediately forward to the Pad Chairperson:
  1. The referee 24 hour send-off report.
  2. The game card.
  3. The player/coach pass.
2. The coach of the impacted team notifies their Club Manager.
3. The Club Manager Notifies the PAD Chairperson.
4. The PAD Chairperson will contact the involved team's competitive club manager to confirm receipt of the referee report, the game card and the involved player's pass.
5. The PAD Chairperson will conduct a PAD Hearing and inform the Club Manager of any suspension and the appeal process.
6. Upon receipt by the PAD Chairperson of a completed nonparticipation form, the player/coach pass will be returned to the Club Manager.

### **Section G: Postponed games**

1. Member Clubs are responsible for ensuring that their affiliated teams play all games as scheduled unless inclement weather or field closures force postponement.
2. Requests to postpone games for any reason other than weather or field closures must be made four days (by Tuesday) prior to the scheduled game.
3. Requests to postpone games must be made by the Club Manager or Club Scheduling Coordinator to the opposing team's Club Manager or Club Scheduling Coordinator.
4. Postponed games must be rescheduled by the Club Managers or Club Scheduling Coordinator
5. Club Managers or Club Scheduling Coordinator shall report the reason for postponing and the reschedule date to the League Manager within seven (7) days of the decision to postpone.
6. Cancellation due to field or weather conditions is not subject to the four day notice ruling but must still be rescheduled.
7. Postponed games, which have no bearing on League Standings, may be permanently cancelled by the mutual agreement of the Club Managers or Club Scheduling Coordinator of both teams. The League Manager shall be notified within seven (7) days of the decision to not play.

# California Capital Premier League

## Policy manual

### Section H: Forfeits

1. Teams are expected to play all league games on the scheduled dates.
2. A forfeit will be charged to a team who postpones a game, which cannot be made up and could have a bearing on the League Standings.
3. A forfeit will be charged to any team who postpones a game without the approval of both Club Managers or Club Scheduling Coordinators.
4. Forfeits will be charged to home teams for any scores not reported at the end of the season, unless the game is reported as postponed and has been rescheduled.
5. Forfeited games may result in disciplinary actions including fines and/or placing the team in bad standing.
6. Teams who forfeit 2 or more games in the season shall be placed in bad standing.
  1. Teams placed in bad standing are not eligible for tournament or post season competitions and may not be accepted for league play in the following year.

### Section I: Game Notifications

1. Teams must contact one another by Monday prior to a scheduled game to verify game times and fields.
2. The home team will be responsible for notifying the visiting team of any time or field location changes. Notification must be made by Monday prior to the scheduled game. In the event no notification is made to the visiting team of a time or field location change by Wednesday, the visiting team, upon arrival for the scheduled game, will have the following options:
  1. Play the game at the new time and /or location.
  2. Reschedule the game at the visiting team's home field. Referee and field costs will be the responsibility of the original home team's club.
3. This policy does not apply to unforeseen changes in game time or field location changes as a result of inclement weather conditions or other problems with a field outside of the club's control on the day of the game.

### Section J: Game Cards

1. The CYSA game card must be used for all League games.
2. All information in the card must be completed prior to each game.
3. All game cards will be kept by the home team's competitive manager for documentation of scores unless the game card was submitted to the PAD Chairperson as a result of the issuance of a red card.

### Section K: Substitute Coach

1. In the event that a team has no rostered coach available for a game, any Division 1 coach registered with the same Club may be substituted.
2. A substitute coach must present the referee with their USYSA coaches pass, and will serve any suspension for a send-off with his/her team of registration.

# California Capital Premier League

## Policy manual

### **Section L: Guest Players**

- 1) Teams may use guest players for California Capital Premier League Games only as follows.
- 2) Guest Players must:
  - a) Be registered to Division 1 teams from the same club and be of the same or younger age group in which the team is playing.
  - b) Present their current year laminated CYSA Player Pass to the referee prior to the game.
  - c) Have a current year original signature Membership Form (CYSA Form #1601).
  - d) Be noted as a guest on the game card.
  - e) Not participate in more than two games per day.
  - f) Not participate as guest players when their team of registration is playing.
- 3) A team may not have more than 18 players available for any game. All available players shall be listed on the game card.
- 4) A team may use a maximum of six (6) guest players in any game.
- 5) A guest player will serve any suspension for a send-off with his/her team of registration.

## **ARTICLE VIII Disciplinary Actions**

### **Section A: Authorities**

1. All teams playing in the League will come under the PAD of the California Capital Premier League. If necessary, then referred on to that team's home league. In all cases, any decision made by the PAD or the Playing League Board shall be reported in writing to that team's Club Manager, the League Manager, and the District Commissioner within one (1) week of hearing.

### **Section B: Hearings**

2. Any player, coach or manager receiving any complaint, warning or card may be asked to attend a PAD hearing.
3. Failure to show for a requested PAD Meeting may result in no action being taken and the card may be held until it is heard by a PAD.
4. PAD will meet as necessary at a location, time, date as set by the League PAD Chairperson.
5. The PAD committee will be formed by the PAD Chairperson when necessary. Competitive managers will be responsible for assisting with PAD hearings.
6. All first time offenses will be dealt with as set forth In CYSA Constitution. Any deviations from this will be as committee sees fit.

# California Capital Premier League

## Policy manual

### **Section C: Appeals**

1. Any appeal of the PAD decision will go directly to the League Executive Board.
2. The League Executive Board has the discretion to forward any appeal to the District VI Commissioner.
3. Appeals of a PAD Committee Decision must be made in writing and must be submitted to the Playing League PAD Chair. All appeals must be filed no later than seven (7) calendar days from the date of the notice of the decision. An appeal is deemed filed if hand delivered or postmarked no later than seven (7) days from the date of the notice of decision. Only suspensions above the CYSA recommended minimum may be appealed.
4. All appeals must be accompanied by a fifty-dollar (\$50.00) appeal fee.
5. The fee is refundable if the appeal is upheld by the League or by a higher authority

### **ARTICLE IX Tryout Policy**

#### **Section A: Tryouts**

1. All member team / club tryouts will be held after the District VI tryout start date.

#### **Section B: Roster Offers**

2. No player may be offered a roster position prior to the tryout start date.
3. All players must participate in a minimum of one session, prior to being offered a roster position.
4. Offers to players for roster positions must be extended in writing (electronically, via USPS or in person).
5. Offers to players for roster positions will expire after 72 hours if not accepted by the player, in writing (electronic, via USPS or in person).
6. U11 – U19 Teams may have no more than 18 active offers extended at any one time. U10 Teams may have no more than 14 active offers extended at any one time.