

Big Island HYSA Rules and Regulations

The following procedures and guidelines are supplemental to the existing policies in place by HYSA (available at www.hawaiisoccer.com) and USSF (available at www.ussoccer.com). The following descriptions are specific for Big Island HYSA (BI-HYSA). In the event that any of the following rules are deemed to be contradictory to either HYSA or USSF policy, then HYSA or USSF policy will supersede the policies detailed herein. Any additions, deletions or changes made to the following rules, regulations or procedures, require a simple majority vote by the entire BI-HYSA board of directors. These changes must be made during a face-to-face meeting of BI-HYSA board members when a quorum is present.

Rules Specific to BI-HYSA:

1. For Players:

1.1 Registration. All players are required to be duly registered through their club/team to be eligible to play in BI-HYSA. This includes the use of the Affinity electronic player registration to supply a copy of the player's birth certificate (*modified BOD 7/1/2017*).

1.2 Fees. BI-HYSA charges a \$45 registration fee for all members of the league starting in August of each year. This fee is broken down into a \$30 registration fee assessed by the State (HYSA) and a \$15 fee to help pay for the administration of BI-HYSA. The league uses the \$15 fee to offset the costs of the registrars, referee assignor, coaches' courses and other league administration.

1.3 Player Pass. All players are required to have their HYSA approved and issued player pass present at the beginning of each BI-HYSA game. In the event that the player pass is not available, the player will not be eligible to play in that BI-HYSA game, except in the case of an emergency. In which case, they must have a letter from the league explaining the extenuating circumstances that prevented them from having their player pass.

2. For Coaches:

2.1 Risk Management Badges. All coaches are required to have a current HYSA approved and issued Risk Management Badge to be on the technical side of a game. This badge is separate from any licensing courses taken, and must be renewed every two years. The badge requires every coach to answer a few simple questions regarding their eligibility to participate in

youth sports, pay a minimal fee and submit a head-shot photograph for identification purposes. (*modified BOD 7/1/2017*)

2.2 *Game Cards.* A coach must be listed on the printed game card to be eligible to be on the technical side during a BI-HYSA game. No write-ins of coach's names are allowed on printed game cards. It is the responsibility of the club/team managers to work with the league registrars to ensure that all personnel are properly assigned and listed on each team roster.

2.3 *Coaching License.* An "E" license shall be mandatory for all coaches and assistant coaches eighteen (18) years and older. A 1 year grace period will be allowed for any coach who has not been coaching in HYSA previously.

2.3.1 For information and/or registration for the "E" license course or other coaching classes, please log on to www.hawaiisoccer.com. All new coaches are required to sign up to take the "E" License course and to pay a fee for the next scheduled course on the Big Island. Coaching class registration is done online prior to the scheduled class. Attendance at all class sessions and completion of all coursework shall be necessary to obtain a coaching license. A coach's failure to attend and successfully complete the "E" License course shall preclude the coach from coaching HYSA events.

2.3.2 In addition to the "E" license, a "D" license is highly recommended for coaches of U15 and older divisions.

2.3.3 A yearly continuing education course for all licensed coaches is highly recommended and will become mandatory by the BI-HYSA board as soon as a regular course can be offered by the league.

2.4 *Coaching Behavior.* HYSA Rules and Regulations states, "Coaching of players on the field from the sidelines should be minimal." BI-HYSA endorses this notion completely. Coaches are expected to control themselves before, during and after BI-HYSA games. This includes showing respect to their players, parents and team officials, those members of the opposing team and especially the referee crews officiating the game. Violations of these rules will be dealt with in a specific and severe manner (see Discipline section below). The referee officials present at each game are the final arbitrators of what is considered proper or improper behavior. Any discrepancy, protest or disagreement with the referee report may be handled via the Protests, Appeals, and Disciplinary (PAD) Committee (see below).

For Referees:

3.1 Referee licensing. All BI-HYSA referees must be licensed and duly registered with the referee assignor to be assigned to BI-HYSA games. Preference for assigning will be given to referees of higher USSF (grade levels 5, 6 and 7) over introductory referees (grade 8) and lowest priority will be given to referees who have not maintained their license or have “crossed-over” from AYSO without taking a grade 8 class. To keep your USSF license current, a referee must:

- 3.1.1* Take a yearly USSF re-certification class held multiple times each fall around the Big Island.
- 3.1.2* Pass the USSF online test for USSF based on their current grade level (5, 6, 7 or 8)
- 3.1.3* Pay the USSF registration fee for the next year.

Upon successful completion of these 3 requirements, USSF will send a new USSF Referee chest patch to be worn on the referee jersey and a membership card, which will provide proof that a referee has accomplished these three criteria.

3.2 Referee assigning. Referees will be assigned to BI-HYSA games in the following manner (*BOD meeting 6/13/2015*):

- 3.2.1* U8 games will have one center referee
- 3.2.2* U10 games will have one center referee
- 3.2.3* Small-sided games for over U10 divisions will be assigned using 3-man crew as much as possible, then dual center referee, and finally one ref with two club assistant referees (ARs, one from each team) in the event that only one certified USSF referee is available for a game. In this instance, the club ARs are only allowed to make touchline directional calls (no offside calls or other fouls) per USSF rules and regulations.
- 3.2.4* Full-sided (11 v 11) games for teams over U10 divisions will be assigned using 3-man referee crew (should find a 3rd in crowd if necessary), then 2 USSF cert. refs plus club AR, if no club AR available then two-man system, and last resort use one USSF cert. ref with two clubs ARs.

3.3 Professionalism. BI-HYSA referees are expected to behave in a professional manner consistent with training by USSF. This includes but is not limited to:

- 3.3.1* Remain current on all rules and regulations enforced by USSF, HYSA and BI-HYSA.
- 3.3.2* Arrive at the game at least 30 minutes prior to start and inspect the field and goals.
- 3.3.3* Be properly attired for the contest, including wearing similar uniforms as the assistant referees and a color that does not conflict with either team’s or goal keepers’ uniforms.

- 3.3.4 Be properly equipped for officiating the match.
- 3.3.5 Conduct proper team check-ins (see below) and pre-game discussion with referee crew.
- 3.3.6 Start and end the game on time.
- 3.3.7 Manage the game in as safe and fair a manner as possible.
- 3.3.8 Enter the referee report, including the final score and any issues, such as red/yellow cards with the player's name and number as well as the reason for the caution or send-off onto the Arbiter system. If a significant event occurs during a game, a supplemental report may be required to inform the league of such an issue.
- 3.3.9 Referee performance will be evaluated by a member of each team after each match via an automated evaluation system through Arbiter. This information may be made available to the referee upon request and can be used by the league to help mentor referees and improve their performance (*BOD meeting 6/13/2015*).
- 3.3.10 (*removed BOD 7/1/2017*)

3.4 *Game Cards.* A printed game card must be signed and presented to the referee crew prior to the start of the game.

- 3.4.1 This printed game card may not have any names hand written, as this circumvents the procedure in place to ensure that all of those involved in the match are properly rostered or affiliated with the team.
- 3.4.2 Failure to provide a current printed and signed game card to the referee may result in the forfeiture of the game by the team that has not complied with this rule. The referee should inform the teams involved in the match of this issue, play the game and report the problem to the league with his/her referee report. The final determination of the fate of the game in question will be made by the league.
- 3.4.3 The only exception allowed to this rule is in the event that the registrar has an issue with properly rostering a player or coach and the team has provided a letter from the registrar stating this issue at the time that the roster is presented (this is a very rare and special circumstance).
- 3.4.4 Jersey numbers for each player should be entered into Affinity and printed with the game card. However, writing-in of jersey numbers is allowed in the case where a player's jersey number does not match the one entered into Affinity. The referee should report any team that fails to enter jersey numbers into Affinity.

3.5 *Team Check-in.* Each referee crew will conduct a pre-game check-in of both teams involved in the match. This check-in will include:

- 3.5.1 Identification of each player on the roster using the electronic player pass system supplied by each team coach, manager or parent and ensuring their jersey numbers are correct on the game card. (*modified BOD 7/1/2017*)
- 3.5.2 Identification of each coach on the technical side from the roster using the electronic player pass system. No more than four coaches are allowed on the technical side of the field. (*modified BOD 7/1/2017*)
- 3.5.3 Inspection of players prior to the start of the match to ensure that they have the proper uniforms, shin guards, no jewelry (with the exception of medical bracelets or prescription glasses) and proper soccer cleats or shoes. Any player that is not properly attired, not shown as available in the electronic player pass system or not properly rostered on the game card may not play in the match. If such as player takes part in the game, the player's team will forfeit the game. Therefore, referees should make this outcome clear to the coach and team involved. (*modified BOD 7/1/2017*)

3.6 *Game reporting.* Following a match, the center referee should enter a complete game report for the match within 24 hours of the completion of the match. Failure to properly enter the report may affect future assignments to BI-HYSA games. The report should include the following information:

- 3.6.1 The final score of the match should be entered and the game cards retained by the referee in the event of questions concerning the score.
- 3.6.2 Any red or yellow cards issued, including the player's name and jersey number as well as the reason for the caution or send-off. Please use USSF abbreviations if necessary.
- 3.6.3 Additional information can be included that may be useful for the league to be aware of such as, problems with spectators or coaches, reason for a forfeit or a significant injury that occurred.
- 3.6.4 Referees should retain the signed game cards from each match until the end of the season to ensure that any issues that come up regarding scores, cards or problems during a game can be clarified.

3.7 *Reporting of Problems with Players, Spectators or Team Officials.* BI-HYSA fully supports the men and women who chose to referee our games. As such, the league takes any problems that occur during a BI-HYSA game very seriously. Please follow these procedures for handling problems that occur during a BI-HSYA game:

- 3.7.1 In the event that a referee has an issue with a player, the referee is to follow the rules as described by USSF for cautioning or sending the player off. In the case where a

player is sent-off (red card), the referee should retain the player pass for the player guilty of the offense. The player pass should be given or sent to a league representative at the earliest convenience along with a complete report of the events that occurred and the reason for the red card

3.7.2 If the problem is with a spectator, please address this issue with the coaches and allow them to control the problematic spectator(s) during the game. If the problem is not resolved by the coach, then the coach can be cautioned and shown a yellow card. If the problem persists or becomes violent, the coach can be sent-off and shown a red card. If necessary, the match can be stopped and the league should be notified immediately with a complete report of the events. Regardless of the result, the referee report should give a full description of who was involved, what was said/done, and the significant behavior of any of the individuals involved. The league will conduct an investigation to determine the discipline necessary to keep this behavior from recurring (see Club/Team fees for disruptive spectator behavior below).

3.7.3 If the problem is with a coach, the referee can verbally caution or send the coach off. BI-HYSA recommends following the USSF based ASK-TELL-DISMISS policy where the referee first ASKs the coach to refrain from dissent. If the dissent continues, the coach can be TOLD by being verbally cautioned. Finally, if the dissent continues, the coach can be DISMISSEd. Any of these steps may be skipped if the referee deems the offense to be significant. All incidents should be detailed in the referee report using the words ASK-TELL-DISMISS where appropriate. The league will take action to discipline coaches based on the information included in the referee report, so please be sure to be complete and accurate. A separate supplemental report can be sent if the report is significant in nature. Information from assistant referees is also helpful in getting a complete understanding of the events.

3.8 Rules Specific for U8 Division. BI-HYSA will adopt specific game rules to handle the uniqueness of its U8 division. All U8 games will be played 4 versus 4 with no goal keepers (*BOD meeting 6/13/2015*).

3.8.1 Goals 4 feet by 8 feet will be used with an arc of 6 feet radius from the center of the goal to create an area in front of the goal where no player may touch the ball. The purpose of this area is to prevent a player from acting as a goal keeper. If an attacking player touches the ball within this area (including the line), the result is a goal kick. If a defending player touches the ball within this area, then a goal is awarded to the attacking team.

3.8.2 Two 6” spots will be painted on the field from which goal kicks and free kicks will be taken. These spots will be made 6 feet from the goal line and 12 feet from the center of the goal on both sides of the goal. A goal kick may be taken from either spot. When a free kick offense is called against the defending team within 6 feet of the arc, a free kick will be awarded to the attacking team at the nearest free kick spot. The

defending players must line up just outside the arc but no closer to the free kick spot during the taking of the free kick.

- 3.8.3 There will be no DELIBERATE HEADING OF THE BALL IN GAMES FOR 12U AND BELOW. The rule will be enforced as an indirect kick for the opposing team from the spot of the violation. Referees should use the same principles for determining deliberate heading as used for hand balls. Head to ball is a violation. Ball to head is not a violation. (*BOD meeting 12/17/2016*)

4 For Clubs/Teams:

4.1 *Team Reservation Form.* In order for a team to register for a BI-HYSA season, the club or team must submit a completed team reservation form for every team being registered, including all relevant information: team name, division, coaches, licensing level of coaches and continuing education, email and phone contact information, club registrar and book-keeper (if available) as well as the appropriate team fee for the season (see team fee, section 4.6, below). The completed reservation form and fee must be submitted to the BI-HYSA President prior to the deadline; otherwise, the team will not be registered for that season. There will be no late entries allowed. This deadline will be set prior to each season by the BI-HYSA Board of Directors to enable to generation of the season schedule and the date will be posted on the BI-HYSA website (<http://www.bigislandhysa.com/>).

4.2 *Withdrawal of a Team.* Withdrawal of a team after initial reservation but before the final schedule is posted results in a forfeit of ½ of the team reservation fee. If a team withdraws after the final schedule is posted but before the season begins they will forfeit ¾ of their team fee. If a team withdraws once the season begins (after the first BI-HYSA game), the entire team fee will be forfeited (*BOD meeting 6/13/2015*).

4.3 *Player, Team and Coach Registration.* All registrations of players, teams and coaches will be done via BI-HYSA registrars. No self-registration will be allowed by individual clubs or teams. Player and coach registration forms and fees are sent directly to the BI-HSYA registrars. Player registration fees should be paid using Paypal (*BOD meeting 6/13/2015*).

4.3.1 A player may play up one division but there may not be more than a 3-year age difference between players. On a case-by-case basis with parental approval and BI-HYSA Board approval, a player may play with a greater than 3 year age difference. For those players please submit a Play up Waiver found on the BI-HYSA website and have your coach state your case to the BI-HYSA board.

4.4 *Clubs/Teams Supply Referees.* Every team registered for BI-HYSA should make one-half of a referee available to officiate BI-HYSA games for that season. This includes making sure the referee is properly trained, equipped and actively refereeing games for BI-HYSA.

4.5 *Game Cards.* Every team must have a completed and signed printed game card for every BI-HYSA game. No write-ins are allowed on printed game cards. Write-ins of any type will result in a forfeit by the team guilty of the write-in. Jersey numbers should be entered into

Affinity for every rostered player. Correction of jersey numbers by hand writing them on the printed game card is allowed to ensure that the player's number corresponds to the player playing in the game.

4.6 Rostered Coach. Every team must have at least one coach with a current Risk Management badge who is also listed on the printed game card present on technical side of each game. This coach should be properly licensed as well as having their Risk Management badge with them. Failure to have a proper coach will result in a forfeit.

4.7 Coaches Allowed on Technical Side. No more than four coaches listed on printed game roster may be present on technical side during any BI-HYSA game. Only coaches listed on the game card are allowed on the technical side of the field.

4.8 Multi-roster rule. Teams with less than 8 players on the field may roster a maximum of 3 players who are rostered on another team. Teams with 8 to 10 players on the field may roster a maximum of 4 multi-rostered players and teams with 11 per side may roster a maximum of 5 multi-rostered players. The enforcement of this rule will be done via the league registrars and rostering of players through Affinity (*changes made BOD meeting 6/13/2015*).

4.9 Roster Freeze. All rosters for BI-HYSA teams will be frozen three weeks prior to the first playoff game. No changes in rosters will be allowed after this roster freeze. The date of the roster freeze will be determined each season based on when the first playoff game is scheduled.

4.10 Team Fees. Team fees for each season will be calculated based on the following formula:

Calculation of Referee Cost per Team per Game

Division	Length of Game (Min.)	# of referees	referee pay rate (per min.)	Referee Base Pay per Game	Base Pay per Team (div by 2)	Referee Travel	Referee Bonus	Total Cost of Referees per Team
U8	40	1	\$0.50	\$20.00	\$10.00	\$5	\$5	\$20
U10	50	1	\$0.50	\$25.00	\$12.50	\$5	\$5	\$23
U12	60	3	\$1	\$60.00	\$30.00	\$5	\$0	\$35
U14	70	3	\$1	\$70.00	\$35.00	\$5	\$0	\$40
U16/U19	80	3	\$1	\$80.00	\$40.00	\$5	\$0	\$45

The total cost of referees for a team for a season is calculated by multiplying the cost per game times the number of games.

For a U10 team playing 12 games (10 regular season and 2 playoff games): $\$23 \times 12 = \276

In addition to the total cost of referees for a team for a season, the following additional costs are added:

	Referee cost per team for season (see above)
	\$7 per field player for field maintenance
	\$3 per field player for scheduling charge
+	\$50 refundable forfeit fee
=	<hr/> Total team fee

For example, for a U10 team playing 12 games at 8-a-side:

	\$276
	\$56 (\$7 x 8 players on the field = \$56)
	\$24 (\$3 x 8 players on the field = \$24)
+	\$50 refundable forfeit fee
=	<hr/> \$406 per team

Changes to the costs associated with these parameters may need to be adjusted over time. Any changes to the cost associated with these calculations require a majority vote in by a quorum of the Board of Directors of BI-HYSA.

4.11 Forfeits. There will be no charge to a team that forfeits a game, but shows up to play a scrimmage with however many players they have. If a team does not play a scrimmage in place of their scheduled game, a forfeit fee will be assessed as follows (*BOD meeting 6/13/2015*):

- i) If a team forfeits a game at least 60 hours prior to the start of the game, a \$25 fee will be assessed for that game.
- ii) If a team forfeits less than 60 hours before start of game, a \$50 fee will be assessed.
- iii) If a team does not let the league know about a forfeit and does not show up for the match (NO SHOWS) a \$75 fee will be assessed to that team.

4.12 Tie-breaking Procedure for Playoffs. Each team will receive 3 points for a win, 1 point for a draw and 0 points for a loss. In the event that teams end the season with the same number of points accumulated, the teams' head-to-head record, then goals for (maximum 4 per game) and finally goals against will be used for seeding purposes.

4.13 Club/team fee for disruptive behavior of spectators. Disruptive disrespectful behavior noted by the referee will result in a fee being assessed to the club/team whose spectator is guilty of the poor behavior (*BOD meeting 6/13/2015*).

- 4.13.1* For a first offense for a club/team within a seasonal year there will be a \$50 fee assessed.
- 4.13.2* If a second report or more is filed within a season year, there will be a \$100 fine for each instance.
- 4.13.3* If a referee report includes that profanity was used then there is a \$50 surcharge.

4.13.4 In addition, repeated or extreme instances of poor behavior by a club/team are subject to the club/team being placed in bad standing by the PAD committee.

Protests, Appeals and Disciplinary (PAD) Committee:

- 5 To address any violations or issues involving the interpretation of the Rules and Regulations for BI-HYSA, HYSA or USSF, the league will have a standing committee for Protests, Appeals and Discipline (PAD) of at least 5 board members, as allowed under HYSA Rules and Regulations 3.4.1. This PAD is made up of 3 active members of the board of directors with 2 alternates and will follow the guidelines for similar committees as set forth by HYSA and USSF. The membership on this committee will rotate every year at the summer meeting. In the event of a rule violation, protest or appeal, BI-HYSA will convene a PAD review committee of no less than 3 PAD members. In the case where one or more of the active members of the PAD is involved in the issue to be resolved, the President, then VP, then Secretary, then Treasurer (in that order) will elect one or more of the alternates to serve on the PAD in place of the club(s) in question. The PAD will follow the procedure listed below for reviewing issues for BI-HYSA (*BOD meeting 6/13/2015*):
 - 5.1 The league must be notified in writing within 72 hours of the event in question by letter (postmarked) or email.
 - 5.2 **Zero Tolerance Policy** states that any complaint either by the referee in a report or by another person via email will be sent to the PAD for review (*BOD meeting 12/2015*)
 - 5.3 The 3 member PAD review committee will meet within 72 hours from when the league is notified of the issue by whatever means are most efficient and effective including, phone, email or other means (meeting in person is not necessary due to the large distances of our league district).
 - 5.4 All relevant information regarding the issue will be examined. However, the time it takes for a decision to be handed down, may be influenced by the amount of time it takes to acquire all of the relevant information (ie. referee reports, witness statements, etc...). A decision will be returned within 20 days from the date of the appeal (HYSA 3.4.8.2)
 - 5.5 Any decision by the PAD review committee may be appealed to the full BI-HYSA Board of Directors. The appeal must be sent to BI-HYSA with a postmark date within seventy-two (72) hours of the receipt of the PAD review committee's written decision, and must be accompanied by a filing fee of fifty dollars (\$50.00). The fee shall be returned if the protest or appeal is upheld. If the protest or appeal is not upheld, the fee shall be retained by BI-HYSA. The Secretary and President of HYSA shall set a date for a meeting of the Board of Directors for such a hearing. The hearing must take place within thirty (30) days of the date of the appeal of the PAD review committee's decision.

5.6 If the person, team or club wishes to appeal the decision made by the entire BI-HYSA Board of Directors, then that appeal can be made in writing to the State (HYSA) Board of Directors. This appeal should be made in writing within 72 hours of when the BI-HYSA decision is delivered (HYSA 3.4.8.2). Any further appeals will follow stated HYSA Rules and Regulations.

Discipline for Violations of BI-HYSA Policies:

6 BI-HYSA will follow the rules detailed in HYSA Rules and Regulations for disciplining players (section 3.5), for coaches (section 3.6) and for spectators (section 3.8). For instances of multiple penalties, BI-HYSA PAD review committee will be established to investigate the relevant information and implement HYSA rules and regulations section 3.7. In addition to the HYSA Rules and Regulations, BI-HYSA will enforce the following rules regarding cautions and send-offs:

6.1 If a player, coach or team official is rostered on more than one team and is given a suspension, the entire suspension has to be worked off on the team with which the infraction occurred. In addition, they are ineligible to participate with any other team on which they are rostered until the suspension is served.

6.2 A player's, coach's or team official's third caution/yellow card in a season results in a one game suspension (HYSA 3.7.4.1). Similar to 6.1, this suspension shall be served for the team on which the third caution was given. The player, coach or team official may not participate in any HYSA related activity until the suspension has been served with the team on which the third caution was given.