

**COASTAL YOUTH SOCCER LEAGUE
CONSTITUTION, BY-LAWS and GAME RULES**

Amended November 2019

CONSTITUTION

ARTICLE 1: NAME

a. The Organization shall be known as the Coastal Youth Soccer League. Herein referred to as the CYSL.

ARTICLE 2: PURPOSE

a. The purpose of the CYSL shall be to foster the development of soccer, promote sportsmanship and goodwill between members, and to formulate uniform regulations and controls within the Organization.

ARTICLE 3: AFFILIATION

a. The CYSL shall be affiliated with Massachusetts Youth Soccer Association (MYSA), United States Youth Soccer Association (USYSA), United States Soccer Federation (USSF) and International Football Association Board (IFAB).

ARTICLE 4: MEMBERSHIP

a. The geographic area of the CYSL shall encompass the towns of Carver, Cohasset, Duxbury, Halifax, Hanover, Hingham, Hull, Kingston, Marshfield, Middleboro, Norwell, Pembroke, Plymouth, Plympton and Scituate.

b. The Membership of the CYSL shall consist of the following Associations: Carver YSA, Cohasset YSA, Duxbury YSA, Halifax YSA, Hanover YSA, Hingham YSA, Hull YSA, Kingston YSA, Marshfield YSA, Middleboro YSA, Norwell YSA, Pembroke YSA, Plymouth YSA, Plympton YSA, Sacred Heart YSA and Scituate Soccer Club.

c. New Associations may be admitted by a two-thirds (2/3) vote of the CYSL Members.

d. Any Association may be expelled by a two-thirds (2/3) vote of the CYSL Members.

e. Any Association may withdraw from the CYSL providing notice is given in writing by September 1st.

f. Member Associations will have one vote at any CYSL meeting.

g. Member Associations shall submit the names of its President, Vice President, Registrar, Treasurer, Referee Coordinator, Statistician, and CYSL Representative(s) to the CYSL Executive Committee.

ARTICLE 5: BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

- a. There shall be a CYSL Board of Directors consisting of one designated Representative from each of the Member Associations. Herein referred to as the BOD, Member Associations shall submit and maintain a list of Primary, Secondary and Tertiary Representatives.
- b. There shall be an Executive Committee of the BOD consisting of a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and Registrar. Here-in referred to as the EC.
- c. Nominations for EC positions will be accepted during September. Elections to EC positions will take place the first week in October. Members of the EC shall be elected by a majority vote of the BOD or their designated alternates. Newly elected officers will assume their positions at the conclusion of the election.
- d. All EC Officers shall serve for two (2) years. The President, Second Vice President and Treasurer shall be elected in even numbered years; the First Vice President, Secretary and Registrar shall be elected in odd numbered years. Even and odd years are determined by the Spring Season. For example, the 2018-2019 CYSL season is an ODD year since the Spring Season takes place in 2019. The President will appoint individuals to fill vacant EC positions until an election is held.
- e. Executive Committee officers may also hold committee appointed paid positions within the League.
- f. The League Referee Coordinator is appointed by the CYSL Executive Committee and shall be an advisor to the Standards Committee.
- g. The League Statistician is appointed by the EC and approved by the CYSL BOD each year. This position may be a paid position, with amount approved each year as part of League budget.

ARTICLE 6: DUTIES OF THE EXECUTIVE COMMITTEE AND DEFINED APPOINTED POSITIONS

- a. The President shall preside at all meetings of the BOD and EC, call all regular and special meetings, appoint and maintain contact with working groups or ad hoc committees and represent the CYSL at meetings with State and National federations. The President will, subject to the approval of the BOD, appoint a Standards Committee, a Competition Committee and other committees as required. The President shall vote only to break ties at regular and special meetings of the BOD. The President shall have the authority to carry out the policies established by the CYSL.
- b. The 1st Vice President shall generally assist the President and assume the President's duties in his/her absence. The 1st Vice President shall chair the Standards Committee and other committees at the discretion of the President. The 1st Vice President shall receive all referee reports of misconduct and keep records of such misconducts.
- c. The 2nd Vice President shall generally assist the President and shall chair the Competition Committee and other committees at the discretion of the President.
- d. The Secretary shall keep an accurate record of all meetings, attend to all correspondence,

send out notices and prepare and distribute a current listing of Member Association Representatives, Executive Committee Members and Committee Chairpersons. At scheduled meetings, the secretary will have the past year's minutes available.

e. The Treasurer shall receive and disburse all monies at the direction of the BOD. He/she must keep an accurate record of all monies received and disbursed. He/she must submit a report at all quarterly meetings and when called upon to do so at any meeting of the BOD or EC.

f. The Registrar shall receive, review and validate all Grade 3/4 and older team rosters used in connection with team play and register all teams with State/National Associations as may be required by these By-Laws. The Registrar may validate additional Player Credentials such as pass cards or photo rosters.

g. The Referee Coordinator shall be responsible for recruiting, training and developing referees within the CYSL. He/she shall be responsible for scheduling referees for CYSL Tournaments, Jamborees and Play-off games.

h. If an EC member does not attend meetings for three consecutive months, the BOD may review and vote to determine if that member should continue in their position.

i. The Statistician will maintain game results and standings for the CYSL season, including playoffs.

ARTICLE 7: MEETINGS

a. The BOD will meet at least monthly starting in August through June. A meeting schedule will be set for next 12 months starting at the August meeting.

b. The President may call special meetings at any time. The President must call a special meeting, upon written request, from four, or more, Member Associations. The written request must clearly state the object of the meeting. The President shall be responsible for notifying all BOD members of any special meeting. The 1st Vice President will assume these duties in the absence of the President.

c. All BOD meetings shall be open except in cases where issues of a personal nature may be the subject.

d. All BOD and EC decisions will be by majority vote unless otherwise stated. A quorum for BOD meetings will be 9 voting Association Members, 4 Members for EC meetings.

e. Except as otherwise provided for in these by-laws, all questions shall be decided by a simple majority of votes cast. In case of doubt as to procedure, Roberts Rules of Order shall govern.

f. The President shall call a meeting of the EC at any time necessary to conduct League business. President must hold a meeting within seven (7) days of written request signed by a minimum of four (4) EC members.

ARTICLE 8: AMENDMENTS

a. Amendments to the Constitution and/or by-laws may be made at any meeting of the BOD by a two-thirds (2/3) vote of the CYSL Members provided that notice of the proposed change has been submitted in writing to all members of the BOD at least thirty (30) days prior to the meeting.

b. Amendments to CYSL Game Rules may be made at any meeting of the BOD by a Two-thirds (2/3) vote of the CYSL Members.

ARTICLE 9: FEES

a. Annual fees shall be paid by each Member Association to the CYSL.

b. Fees and budget shall be determined by the EC and approved by the BOD.

c. Fees shall be for the sole purpose of meeting operating expenses and verified by the EC.

ARTICLE 10: BY-LAWS AND GAME RULES

a. The BOD may from time to time enact by-laws and Game Rules, which shall be binding upon all CYSL teams at scheduled CYSL games.

BY-LAWS

1. STANDARDS COMMITTEE

a. The Standards Committee will consist of eight (8) members, including the 1st Vice President. The CYSL First Vice President will chair this committee. A member of the SC will chair this committee in cases where the 1st Vice President's Association is involved or is unavailable. SC members will be selected by vote of the CYSL BOD. At least one Association member should be changed on the Standards Committee each year. All members must be registered with MYSA. A minimum of five votes is required for a Standards Committee decision.

b. The Standards Committee shall also have two alternate members who may deliberate and vote on matters when there are insufficient votes from the regular Standards Committee members.

c. The Standards Committee has the authority to impose sanctions.

2. COMPETITION COMMITTEE

a. The Competition Committee will consist of seven (7) members, including the 2nd Vice President, and shall be members of the EC or Primary Association Members from Member Associations. The CYSL 2nd Vice-President will chair this committee. The CYSL Registrar shall be a member of this committee. Competition Committee members will be selected by vote of the CYSL BOD. At least one Association member should be changed on the Standards Committee each year.

3. LEAGUE-TEAM ORGANIZATION

a. There will be a First Division and/or Second Division in the Grade 5/6 through Grade 11/12/PG age groups, and a third non-MTOC eligible division for Grade 5/6 and Grade 7/8 age groups called the Coastal Cup Division. Grade 3/4 age groups teams are considered non-MTOC eligible teams.

b. If an Association has one or more teams in a sex/age group, then one team must be entered into the First Division unless the Competition Committee makes a recommendation to move a team to the Second Division based on the Divisional matrix. The matrix will be formed utilizing requests for team placement, past League results, CYSL scheduling formats, and will be presented to the BOD in February. Changes in team placement may be made by the Competition Committee until the final schedule is completed.

c. An Association may appeal to the Competition Committee for placement adjustments. Request for adjustments must meet deadlines set by the Competition Committee. Deadlines may be adjusted at regular scheduled league meetings by the Competition Committee to coincide with their meeting schedule. Requests for adjustments must be provided to the Competition Committee in writing. An Association may include any other material they feel is relevant in a request.

4. TEAM COMPOSITION

a. Each Association shall be divided into Girls and Boys Divisions by age groups as specified by the Massachusetts Youth Soccer Association. Associations may appeal to the Competition Committee for an exception.

b. All rostered players shall reside within that town or Association. Request for player waivers must be brought before the Competition Committee for approval.

c. Requests from players to play in Organizations other than CYSL must be approved by the Competition Committee.

5. ROSTERS

a. Signatures

i. For the fall season, rosters for all teams Grade 3/4 and above must be signed by the Association Registrar.

ii. For the spring season, rosters for all teams Grade 3/4 and above must be signed by the Association Registrar and the CYSL Registrar.

b. Format

i. All rosters must be submitted in the format defined by the CYSL Registrar.

c. Roster Deadlines

i. For the fall season, all rosters must be submitted to the CYSL Registrar 2 weeks prior to the start of the season.

ii. For the spring season, preliminary Rosters for all teams in Grade 3/4 through Grade

7/8, must be submitted to the League Competition Committee by the second League meeting in January.

iii. Final Spring Team Rosters for all teams in Grade 3/4 through Grade 7/8, must be submitted to the League Registrar for validation prior to the first CYSL meeting in March.

iv. Final Spring Team Rosters for all teams in Grade 9/10 through Grade 11/12/PG, must be submitted to the League Registrar for validation within one week of the final pooling decisions being released by the Competition Committee.

v. Teams in competition for MTOC must submit final rosters to the League Registrar for approval, fourteen (14) days prior to the Massachusetts Tournament of Champions (MTOC) roster freeze date as established by the MYSA Leagues Committee and announced at a CYSL league meeting.

1. For Grade 5/6 the roster size is limited to 16 players per MYSA guidelines. For CYSL games, waivers for rosters above this size may be approved by the Competition Committee. However, for MTOC games the roster size is limited to 16 players.

2. For Grade 7/8 and older, the roster size can be up to 22 players. However, only 18 players are allowed to participate in any MTOC game. Rules for designating players that will play in a game are provided by MYSA in the MTOC Rules and Procedures.

vi. The League Registrar may adjust submittal deadlines, but in no event will the deadlines be extended past the beginning of CYSL league play. Changes in deadlines will be announced at a CYSL regular meeting and be recorded in the minutes.

d. Roster Changes

i. For the fall season, roster changes at all levels are at the discretion of the Associations, assuming the additions meet the guidelines described in the By Laws and Game Rules.

ii. For Grade 3/4 in the spring season, roster changes may be made until the change deadline given below. Changes for Grade 3/4 do not require approval of the Competition Committee.

iii. For Grades 5/6 and 7/8 in the spring season, after the deadline for submitting the Final Rosters, all Roster adds and transfers must be submitted to and approved by the Competition Committee.

iv. For Grades 9/10 and 11/12/PG in the spring season, after the deadline for submitting the Final Rosters, all Roster adds and transfers must be submitted to and approved by the Competition Committee.

v. Roster changes after the final roster submittal at all levels will be limited to three (3)

player adds or transfers per team. The following exceptions apply:

- i. Players that move into a CYSL town during the current soccer year (September 1st through August 31st) may be added to a roster, up to the roster maximum, at any time by submitting a request to the Competition Committee.
- ii. If, during the season, a team does not have enough players to continue, a written request from that Association President to the Competition Committee can be made to effect additional player adds or transfers.
- vi. The deadline for roster changes at any level is the last Saturday in April.
- vii. The Second Vice President will notify the town requesting the roster change and the Registrar of the decision of the Competition Committee via email. For approved roster changes, the player is allowed to start play once the Registrar approves the updated roster.

e. Dual Rostering

- i. With approval by the Competition Committee, an association may designate two teams as teams with “Dual Rostered players”. These teams can be from different age groups and Divisions as defined in ii below. These teams would be referred to as “Dual Rostered Teams”.
- ii. Associations can designate “Dual Rostered Teams” based on the guidelines below:
 - i. When an association has multiple teams in the same age group in the Coastal Cup Division.
 - ii. When an association has 2 or 3 teams in the same age group where one or two teams are in Division 1 and/or Division 2 and a single team is in the Coastal Cup Division
 - iii. When an association has a single team in an age group
- iii. Both dual rostered teams can designate on their roster up to five “dual roster slots” which can be filled as defined below.
 - i. When both teams are in the Coastal Cup Division, the “dual roster slots” can be filled by any player rostered on the other dual rostered designated team. Both rosters must be submitted to the referee at team check-in on the pitch at game time.
 - ii. When both teams are in the same age group, but one is in an MTOC division and the other is in a Coastal Cup division, the players filling the “dual roster slots” must be submitted to the Competition Committee for approval. These players are assumed to be on the MTOC division roster and can be used in Coastal Cup

games if required. The players will appear on both rosters with the dual rostered players noted.

iii. When teams are in different age groups, the younger age group players filling the “dual roster slots” must be within one year of the older age group. For example, for Grade 7/8, the dual rostered player must be in Grade 6. The younger age group players must be submitted to the Competition Committee for approval. These players are assumed to be on the lower age group roster and can be used in the older age group games if required. The players will appear on both rosters with the dual rostered players noted.

iv. Playoff eligibility for Associations with dual rostered teams are as follows:

i. Within the same age group, if both teams are in the Coastal Cup Division then neither team is eligible for spring end of season play.

ii. Within the same age group, if one or more teams are in a MTOC division and one is in the Coastal Cup Division, the team(s) in the MTOC division is still eligible for spring end of season games, but the Coastal Cup Division team shall be ineligible for spring end of season games.

iii. When teams are in different age groups, teams in the lower age group are eligible for spring end of season games, but the team in the upper age group shall be ineligible for spring end of season games.

v. Coaches and/or Associations using the dual rostering process inconsistent with these guidelines, as determined by the Standards Committee may apply:

i. Any game where an ineligible player was used will be declared a forfeit.

ii. Coach will be suspended from coaching CYSL games for 1 year

iii. Team will not be eligible for any post season play

The Standards Committee reserves the right to impose further sanctions based on their review of the circumstances surrounding the use of the ineligible player.

vi. The fact that a team is a Dual Rostered Team cannot be used by an association as a reason to require other association(s) to reschedule any game time(s). Associations are free to inquire about the possibility of just such an accommodation, but that inquiry and that particular circumstance will in no way obligate a hosting association to affect a game time change to accommodate the fact that a particular team is a Dual Rostered Team.

6. TEAM SIZE

a. All players must be MYSA registered for the current year. Players may not appear in any game without being MYSA registered and rostered. All MYSA registrations must be filed promptly.

All MYSA registrations must include the appropriate approvals.

b. For CYSL play only, including playoffs, the following age group roster limits apply:

GRADE 3/4 – 13 players

GRADE 5/6 – 16 players

GRADE 7/8 – 22 players

GRADE 9/10 – 25 players

GRADE 11/12/PG – 25 players

c. An Association can apply to exceed the age group roster limit(s). Request must be made in writing or by email to the Competition Committee. The Competition Committee must approve all waiver requests.

7. PLAYER POOL

a. If a Member Association has MYSA registered players within an age group in which that Association does not have a sufficient number of players to field a viable team, the Association may request that these registered players be assigned to the CYSL Player Pool. Copies of the player's registration forms must be provided if requested by the Competition Committee and/or the CYSL Registrar.

b. The Competition Committee will develop guidelines and procedures as necessary to administer the Player Pool, subject to BOD approval. The CYSL Competition Committee will develop viable teams by merging the MYSA registered players of two or more Member Associations. No Associations are exempted from consideration.

c. For Grade 5/6 and Grade 7/8, pooling decisions will be made by the Competition Committee as they are received, so that towns can conduct tryouts, create teams and order uniforms in a timely fashion. All pooling requests for these levels must be received by mid-July, when the preliminary team numbers are required.

d. For Grade 9/10 and Grade 11/12/PG, pooling decisions will be made by the Competition Committee after the deadline for high school team numbers and players, which is the second meeting in March.

e. No player will be assigned from the player pool without Competition Committee approval. Any games played with a pool player not approved by the Competition Committee will be referred to the Standards Committee.

8. AGE LIMITS

a. The age groups for all divisions from Grade 3/4 through Grade 11/12/PG will be in accordance with MYSA guidelines.

b. MYSA guidelines allow for waivers in the cases where older players wish to play with classmates and where players in a higher grade wish to play with their same age group. Any Association that has players that qualify for a waiver needs to notify the Registrar of the waiver

when the rosters are submitted. The Registrar may request that the Competition Committee review and approve the waiver.

9. SEASON

- a. References made to a season will mean the period between September 1 through August 31.
- b. The Fall Recreational games will begin on the second Saturday in September.
- c. CYSL scheduled spring games will begin the first Saturday of April.

10. STANDARDS COMMITTEE RESPONSIBILITIES

- a. The Standards Committee will hear and rule on all protests, reports of misconduct, and complaints regarding officials, coaches, players or Member Associations and/or their representatives. The Standards Committee may request written reports from the Referee any coaches involved and other relevant parties. The Standards Committee may conduct a hearing.
- b. A coach being investigated may request a hearing with the Standards Committee.
- c. A member of the Standards Committee shall be disqualified from participating, deliberating, or ruling on a particular matter if that member was involved in the game as a referee, coach, or is the relative of an involved referee or coach, has a relative playing on team(s) involved, or is from an Association involved.
- d. Initial investigation process must begin within 14 days of receipt of any issue that is properly referred to the Committee. The Standards Committee Chairperson will notify the involved parties as soon as possible about the matter. The Standards Committee will render a final decision within sixty (60) days of receipt of referral. Standards Committee decisions may be appealed to the CYSL Appeals Board.
- e. The CYSL Appeals Board will consist of three ad hoc members appointed by the CYSL President. One of the members will be identified as the Chair. A member may not be from any association that is part of the matter being appealed.
- f. The appeal of the Standards Committee decision must be received by the CYSL President within 7 calendar days of the decision. A non-refundable fee of \$100 must be submitted with the appeal. The Appeals Board may only review the material upon which the Standards Committee based its decision. No new material may be provided. The Board will be governed by CYSL games rules, constitution and by laws, and MYSA and USYS guidelines. The Appeals Board decision must be issued within 30 days of the filing of the appeal. The Appeals Board may not impose sanctions beyond what was imposed by the Standards Committee but may mitigate the sanctions. Decisions of the Appeals Board may only be appealed to MYSA.
- g. The Chairperson will keep a record of all reports forwarded to the Standards Committee and player passes will be returned to the Association Member or a designated Association official

after completion of any investigation.

11. COMPETITION COMMITTEE RESPONSIBILITIES

- a. The purpose of the Competition Committee is to develop even competition. The Competition Committee will establish placement of teams and seeds within each division of play in accordance with By-law #1. The Competition Committee will also establish the formats and seeds for the CYSL Playoffs and Tournaments.
- b. The Competition Committee will have the right of access to team's records for all games played with MYSa affiliation.
- c. The Competition Committee will have the option to review changes made to team rosters and have the authority to deny roster changes.
- d. The Competition Committee will administer the CYSL player pool.
- e. If the committee has two or more members from the same association, the association will have only one vote during committee proceedings.

12. PROTEST

- a. A rules violation may be protested, a referee's judgment cannot.
- b. Any protest must be communicated to the Chairman of the Standards Committee or an Executive Board Member within 72 hours of the incident.
- c. The communication of the initial protest to the Chairman of the Standards Committee may be made via email. The formal written protest must be addressed to the Chairman of the Standards Committee, signed by the Association President and postmarked no more than 7 days after the incident.
- d. A fee of \$100.00 must accompany the formal written protest. The protest fee shall be forfeited should the protest not be sustained.

13. DEADLINES FOR INFORMATION SUBMITTAL

- a. Towns are required to submit information to CYSL at various times during the season so that brackets schedules can be created. To facilitate these activities, the following deadlines are defined:

Preliminary Number of Teams for Fall Season – mid-July

Final Number of Teams for Fall Season – First Meeting in August

Fall Schedule – 2 weeks before start of season

Rosters for Fall Season – 2 weeks before start of season

Preliminary Club Player Lists – November Meeting

Fall Scores – December Meeting

Preliminary Spring Team Numbers and Placement Requests – First January Meeting

Preliminary Grade 5/6 and 7/8 Rosters – Second January Meeting
Final Spring Team Numbers and Placement Requests – Second January Meeting
Final Club Player Lists – Second January Meeting
Preliminary Brackets – First February Meeting
Requests for Changes to Preliminary Brackets – One Week After First February Meeting
Final Brackets – Second February Meeting
Spring Schedule – First March Meeting
Final Rosters for Spring Season – First March Meeting
Preliminary High School Team and Player Numbers – First March Meeting
Field and Game Time Assignments for Score Reporting – Second March Meeting
Final High School Team and Player Numbers – Second March Meeting
High School Schedule – One Week After Second March Meeting
Final High School Rosters for Registrar Approval – One Week After Second March Meeting
High School Field and Game Time Assignments for Score Reporting – April Meeting
Deadline for Roster Changes – Final Saturday in April

b. These dates may be adjusted by the appropriate Committees. Associations will be provided at least two weeks' notice of any deadline changes.

c. Any associations missing the italicized deadlines will incur a fine of \$50 for every week the information is missing.

d. A \$300.00 fine will be charged to any Association that withdraws a team from play after week one of either the fall or spring seasons.