



# SANTA BARBARA WOMEN'S SOCCER ORGANIZATION



## POLICIES

### A. League and Team Organization

- The League year shall be from January 1 through December 31 of each year.
- The League shall be divided into different divisions, the number and size will be determined by the Board of Directors/Executive Board (hereafter referred to as the Board). Teams may request the division they are placed, although final placement is at the discretion of the Board. A team may petition the Board if it feels it has been placed in the wrong division, but must provide extenuating circumstances or evidence to support the appeal. The Board also has the discretion to determine if a team cannot play in SBWSO because of level of skill, problems within the league or in other leagues, etc.
- A member of the Board may act as Team Representative for their team, but only one vote (if applicable,) will be counted.
- New players to the league and players from disbanded teams shall be available to existing and new teams. The Board has the discretion to deny a player from the League if she has sued any soccer leagues or teams, or their behavior is detrimental to the League as a whole, or they have any outstanding financial obligations to the League.
- The maximum number of players on a team shall be twenty-five (25,) including part time players. The minimum number of eligible players on a roster shall be thirteen (13).

### B. Player Eligibility and Responsibilities

- Each league player must have all required registration fees, completed online registration, and registration forms including a copy of the player's legal picture ID card (including DOB) and waiver turned in to the League prior to her first game. All manual registrations will incur a \$5.00 fee. Single game registrations cannot be made manually. Any special arrangements needing to be made such as payment by cash shall be made via the player and league director, not through team managers.
- Each team representative is responsible for making sure this is carried out.
- In order to play in the League, a player must be a minimum of 18 years old by season start date. Teams may have a maximum of 2 players under the age of 18, but at least 16 years of age. Minors shall have the permission of a parent and the parent must sign a Waiver. All players MUST sign the league Waiver. Team managers are responsible for assuring compliance.
- New players, previously unsigned with a team, may be signed at any time during the season given they have completed the proper registration/waiver forms with the SBWSO. The League Director or Registrar will approve any new player's registration. A waiting list will be maintained by the Registrar or New Player Coordinator designated by league director. If there are no available openings on a team, women will be placed on the waiting list or given the option to be put on the League Part Time player list where they can play with any team in need of players. (5 game cap.) When an opening is made available, a new player will be placed where the need is greatest giving consideration to the player's skill level.
- Team Rosters will be limited to 25 players. Only 20 players may sign in at game time.
- Teams may add or drop players at any point during the regular season, but they must notify the league & League Secretary of any changes prior to their next scheduled game. Teams may not drop and add the same player within the same season. If there are playoffs, the teams' roster at their last regularly scheduled game is considered their final roster. No additions may be made during the course of playoffs.
- SBWSO encourages relationships between league teams therefore initiated the borrowing of players for games to avoid either a forfeit or a shortage of players. Refer to the SBWSO Borrowing Team Policy (Section C) for details.
- Players may only register to play with one team in the league
- Divisions.
  - Division 1 is a competitive division and competitive players should play in this division. Generally, these are players who have played in high school, college club, or at any collegiate level. Professional players or Players who have played at any collegiate or college club level and are under the age of 30 may not be rostered to a Division 2 team. (Exceptions may be made only by application to the League Director and approval of the Board).
  - Division 2 is a recreational division and should be treated as such. Inexperienced players or those wishing to not play competitively, should be in this division. Beginners are welcome in this division.

### C. SBWSO Borrowing Policy

- Division 2 players may help out any team in either Division 1 or Division 2. Division 1 players may help out any other Division team but may only help out a Division 2 team if both Division 2 managers agree to allow it before the start of game.
- Helper players may only be used for teams who have less than 12 roster players on the field. Helper players must come off the field should 12 roster players arrive.

### D. Playing Season

- The SBWSO league year consists of two (2) separate sessions: September through December (the "Fall" session), February through May (the "Spring" session). Session and dates are subject to change from year to year.
- Games will be regularly scheduled on Saturdays (subject to change as determined by the Board or field availability).
- All efforts will be made to make up cancelled games (due to weather, scheduling conflicts, etc.) but are not guaranteed.
- As much advance notice will be given for make-up games. However, teams should be prepared to play on short notice, if necessary. Make-up games may also be scheduled on different game days/times as determined by field availability.

### Team Records and Playoff Seeding (if applicable):

- Teams are seeded and tied records broken for playoff games using the following:
  - Winning team of Head-to-Head match
  - Total Goals Differential
  - Total Goals For
  - Total Goals Against
- Points will be awarded as follows: Win = 3, Tie = 1 (each team,) Forfeit = 1 to winning team and 0 to forfeiting team, and Loss = 0
- In the event of a tie in a playoff game there will be 2 – 5 min overtime halves
- Should a tie exist, the game shall continue as follows: a. In 5 alternating kicks between teams, if still tied, then b. Sudden death. 1 penalty kick, alternating between teams.
- Seeding and brackets will be issued accordingly and may vary due to # of teams each season
- Playoffs are single elimination

### E. Fields, Set-up and Equipment

- While every effort will be made to obtain standard or regulation size fields, we will use fields as available.
- A size five (5) soccer ball will be used. The home team is responsible for providing two (2) game balls. The visiting team should have one (1) ball in case another is needed.
- Referees or Park attendants will unlock gates if applicable (Dwight Murphy parking lot – 1944,) and set up and take down flags

### F. Uniforms

- Team members will choose the color of uniform.
- The uniform shall consist of a jersey, shorts, and socks. Jerseys must be of a consistent color for the entire team. A goalkeeper's jersey must be distinctly different from the other uniforms. A player not in the regulation uniform of her team may be prohibited by the referee from playing. Jerseys must have a number on the back, easily identifiable to the referee. Uniforms should follow FIFA regulations.
- Please see addendum A as a list of the shirt colors designated to each team and their respective divisions. If a team chooses to change their uniforms, they must not choose a color already designated to another team in their Division without the approval of the Board. If the approval is obtained, the team choosing the new uniform should be required to wear another color when they play the team already designated that color.
- Tights or leggings may be worn under uniform shorts however Warm-up pants or sweatpants are not acceptable to play in.
- All teams must have a primary jersey and alternate colored jersey or pinnies (if another existing team has the same color jersey.) The home team must change jerseys in the event of a color conflict. Alternate jerseys/pinnies must also be numbered.
- It is preferred that all team members wear the same color socks, but is not mandatory.
- Any knee brace exposing metal or hard surfaces must be covered with tape or bandages to prevent injury to other players on the field.

### G. Game Rules

- All games will be governed by FIFA rules, modified as follows:
  - Unlimited substitution with permission of the referee:
    - before any kickoff
    - On any goal kick
    - On an injury when play is stopped.
    - After cautioning a player.
    - The team with possession on a throw in or corner kick.
    - If one team substitutes on their possession the other team may also substitute.
  - A substituted player may exit the field at a point where she is closest to the touch line. The incoming player must enter the field at the center line. iii. Coaching is permitted on one side of the field within ten yards of the half line.
  - If an injury occurs, as a courtesy, the team with possession should kick the ball out of play over the touch line. When play is restarted, the ball should be thrown in to that team.
  - Sliding is NOT allowed in Division 2 but is allowed in Division 1.
  - Head scarves/bandanas are allowed.
  - Jewelry is strongly discouraged, however, if allowed by the referee, should be properly taped and not dangerous to other players.
- Water Breaks (for the summer or hot months):
  - Water breaks are an option for both teams on extremely hot days.
  - Water breaks must be requested and agreed upon by BOTH teams before the game/match begins.
  - A Water Break is a two (2) minute break in play, called at a dead ball opportunity at the halfway point in each half.
  - Water breaks requested after the start of the game/match will not be honored.
- By the beginning time of game, each team shall give the referee a game sheet listing each Player's name and number. Completed game sheets shall be submitted to the League Director. \*When League IDs are being used, the referees will be responsible for checking each player's I.D. card.
- Required equipment will be governed by FIFA rules, modified as follows: i. Soccer cleats are required (no metal cleats) ii. All players must utilize shin guards to be able to play iii. Tape used to hold up a player's shin guards may be a different color than the player's socks.
- Games will start promptly. A minimum of seven (7) players is required to start the game. If a team does not have seven players at starting time, that team shall forfeit the game.
- Referees
  - The League shall have a designated Referee to act as Head Official.
  - Two referees shall be scheduled for each game.
  - Games will commence no later than 10 minutes of scheduled starting time. If a referee does not appear to officiate the games, teams may agree to have one official. Game time starts when game play starts, or once the 10-minute grace period is done.
  - Referees shall have ultimate decision-making power during a game. Any referee complaints or questions should be submitted to the League Director.
  - If a team forfeits without notifying the League Director, that team must pay both referees by submitting a reimbursement to the league, and that fee must be paid prior to the team's next game.
  - Referees are responsible for submitting game scores within twenty-four (24) hours of the games ending. (See Game Reports – Section J)

### H. Other Issues and Complaints

- Any issue or problem not covered by the Policies or Bylaws of the SBWSO shall be presented to the League Director and resolved by the Board of Directors
- League Structure
  - Teams will be (number of teams depends on the demand) comprised of players with mixed skill levels.
  - Players must understand the basic rules of soccer (throw-ins, off-sides, fouls, etc.)
  - Forfeits - Teams must play at the date, time and place specified in the schedule, or a forfeit will be declared. The team that forfeits shall be responsible for paying both officials if the game is called on the field, and must submit reimbursement to the league prior to the team's next scheduled game. If forfeits are declared by 6pm on the Friday night prior to the game, no team is responsible for officials' fees. The manager shall call or email the league director and the manager(s) of the opposing team.

### I. Turf Field Policies:

- NO food or drinks other than water allowed on turf.
- NO pets.
- Metal cleats or spikes are not allowed on turf fields.

### J. Game Reports

- Game cards must be completed by team managers to list ALL players participating in the game, along with their jersey number. The game card will be given to the referee along with player cards prior to the start of game. If a player plays but is not listed on the game card, she may be found to be an ineligible player and the game may result in a forfeit. If being utilized, each player shall have a SBWO approved I.D. card, any player playing without one will be considered an ineligible player.
- Game cards will include game scores, individual scoring, cautions, ejections, injuries & referee comments. Game card will be emailed or mailed to the league as support for payment of ref fees.

### K. Team Regulations

- The Board reserves the right to review team eligibility at any point; prior to or during season play.
- Team Managers are responsible for ensuring all players on roster are eligible:
  - Eligible Players are defined by ALL of the following:
    - Has a signed registration waiver on file with Registrar
    - Has proof of age on file with Registrar
    - Have a current photo ID copy on file with Registrar
    - Are 18 and older or has waiver signed by parent or guardian
    - Have registered through the online registration system and have paid their league fees
  - Ineligible Players are defined by the any of the following:
    - Players currently suspended from SBWSO
    - Players not listed on game card.
    - Players without a current photo card (if applicable)
    - Players suspended from other outdoor leagues (at the discretion of the Board)
    - Player rostered on a Division 2 team that meets the college criteria for Division 1
    - Players from another team in addition to 12 roster team players at the field and capable of playing
  - Penalties for Ineligible Players:
    - If a team plays an ineligible player, the team must forfeit the game(s) in which the ineligible player participated.
    - Individual situations regarding ineligible players will be handled by the Board, which may include suspension from the league.

### L. Disciplinary Actions

- Red Card Violations:
  - Players and team officials reported by referees or other team officials for misconduct in connection with League games may be called before the Board for disciplinary action. If player cards are being utilized by the league, then the referee shall confiscate the player card of the player who is sent off. The referee will send it along with the game line-up card.
  - Any player or coach who receives a red card during the game for any disciplinary reason will be sent off the field automatically and must leave the vicinity of all games in progress before play can continue. If a player or coach refuses to leave the vicinity, the game will terminate with a forfeit to the team given the red card. The Team Captain is also responsible for any spectators for their team. If a spectator becomes verbally abusive or disruptive, a red card may be issued to the Team Captain and/or Coach.
  - When a red card is received, the player shall be suspended from all scheduled games for the suspension period (minimum of 1 game) and for additional games if deemed appropriate by the Discipline Committee. A player may also be suspended for the remainder of the season, from all divisions, or as many seasons deemed appropriate by the Discipline Committee.
  - Suspension periods may carry over into subsequent seasons.
  - Suspended players cannot be borrowed by their own team, or other teams, during the suspension period.
  - A written report describing the red card incident shall be submitted by the Referee to the League Director. If the League Director deems necessary, the incident will be handed to the Discipline Committee for further action and information from parties involved.
- Yellow Card Violations:
  - When a player receives a yellow card it will act as caution.
  - When a player receives a second yellow card in one game the Red card violations will come into effect.
  - A player accumulating three (3) yellow cards at any point during the season may be suspended for the following game subject to review by the League Director and/or the Discipline Committee.
- Additional Violations
  - Any player whose actions seriously damage the reputation or interest of this League may be subject to disciplinary action by the League. Membership may be revoked by a ¾ vote of the Discipline Committee.
  - Any game incident report may be filed in the case of repeated dangerous play, bad sportsmanship, bad retaliation or other behavior which might damage the reputation or interest of the League beyond the scope of FIFA law. Game incident reports should be filed with the Chair of the Discipline Committee When a player receives a yellow card it will act as caution.

### M. Protests

- Submission:
  - All protests shall be directed in writing to the League Director within a seventy-two (72) hour period following the game under protest.
  - The written protest must be accompanied by a fee of \$25.00 which will be refunded if the protest is determined valid.
  - Protest shall specifically state the reason for the protest and state the League By-Law or Policy & Procedure substantiating this protest.
  - Protests based on a referee judgment will not be considered.
  - After a preliminary review, any valid protest will be submitted to the Protest Committee for ruling.
- The Protest Committee will be comprised of two SBWSO members in good standing, one from each division and will be chaired by one executive Board member who will only vote in case of a tie.

### N. Payment of Fees

- Registration fees – As SBWSO is a non-profit organization working on a limited budget, it is essential that all fees be paid in a timely manner. Payment of player registration fees by players ensures players & team placement in that season. It is the manager's responsibility to ensure that all players pay their registration fees before showing up to their first game
- NSF Payments: There will be a charge of \$25 plus the bank charge for all checks returned by the bank unpaid.
- Any payment to SBWSO that is returned by the bank must be made good and the additional charge paid before the next game or the team involved will forfeit.
- All fines must be paid prior to the next regularly scheduled game or the game will result in a forfeit (at the discretion of the Board.)

### O. SBWSO Anti-Discrimination Policy

The Santa Barbara Women's Soccer Organization was created as both a soccer league and community organization and thus will NOT tolerate violent, offensive, insulting or abusive conduct that attacks others based on race, ethnicity, language, creed, ability or sexual orientation. Misconduct that attacks individuals or teams based on personal identity will be considered acts of hate and will be punished by the League in accordance with the following SBWSO Disciplinary Rules & Regulations.

### P. Disciplinary Committee

- A consistent volunteer group shall serve one or more seasons as the Disciplinary Committee and shall consist of at least 2 Managers from each division, but no more than one member of each team. An elected league member shall chair the Disciplinary Committee, and an official SBWSO paid referee will serve as a non-voting advisor regarding FIFA law. This group will respond to any filed game incident reports, red cards, or other filed complaints regarding players and/or all willing SBWSO participants. The Discipline Committee chair must not also be an additional Executive Officer of the Board (Director, Secretary, or Treasurer.)
- In the case of a complaint, a game incident report will be filed with the Chair of the Disciplinary Committee. All proceedings and actions will follow the Disciplinary Committee Procedures.
- If a complainant seriously disagrees with the decision of the Disciplinary Committee, she has the right to file an appeal. The Disciplinary Appeals Committee, consisting of at least three Team Managers who are not members of the Disciplinary Committee already and who are not involved in the said complaint, will respond to any filed appeals. The league director shall chair the Disciplinary Appeals Committee, but shall not have voting power. Any decision regarding an appeal must be agreed upon by a simple majority of the committee members. All decisions of the Disciplinary Appeals Committee are final. A SBWSO paid referee will be appointed to serve as advisor to the Disciplinary Appeals Committee each season.



## **Disciplinary Committee Procedures**

This section outlines the steps taken to file and process all game incident reports/complaints: A COMPLAINANT is defined to be the person who files the report against another player or team. A DEFENDANT is defined to be the person whom the report was filed against.

1. Complainant submits confidential game incident report to the Chair of the Disciplinary Committee, postmarked or delivered or emailed within 48 hours of the specific incident. Verbal notification should also occur within 48 hours if possible.
2. Discipline Committee Chair receives report and distributes copies to Disciplinary Committee members, referee, defendant, complainant, and Managers of the defendant and complainant.
3. If the Chair, advisory referee, or any member of the Committee is named in the report as either a complainant or defendant, she/he will remove herself from the Committee in all actions taken regarding the specified complaint and appoint another member of the Committee to serve as Acting Chair. Acting Committee members will be appointed by the Committee to meet the 2 Manager per division minimum if needed.
4. Committee reviews the confidential complaint in person or over email to determine how to proceed with it. Upon review, the Committee has the right to determine if immediate suspension will be required until the case is resolved. Although precedent will be used to help determine how the League was decided on similar matters in the past, each incident will be handled on a case-by-case basis.
5. If a hearing is deemed necessary by at least one of the Committee members, the Chair contacts the Committee members, defendant, complainant and involved managers within 5 days of receiving the report to schedule a hearing date, or sooner if agreed upon by all Committee members.
6. All parties must be given the opportunity to attend the hearing. If a defendant or complainant cannot attend, the person can submit a written statement to be read at the hearing. The Committee will make every effort to accommodate both the defendant's and complainant's schedule.
7. All parties must be given at least 5 days' notice of the hearing date.
8. The hearing will consist of: a case summary presented by Committee Chair, testimony of complainant, testimony of defendant, referee's opinion, discussion, deliberation regarding consequences and a vote by all voting members present. To ensure fairness and authenticity of the voting process, consequence deliberation and voting shall be confidential and limited to voting members only.
9. Verbal and written notification of the decision will be sent to Committee members, defendant, and complainant within 48 hours of the hearing date. Within the 48 hours following a hearing, all deliberations and decisions will be confidential within the voting members of the committee.
10. All appeals must be submitted to the Appeals Committee Chair (League Director) within 5 days of receiving notification of the Disciplinary Committee decision.
11. The same policies & procedures apply to the Appeals Committee and process once the letter of appeal has been sent to the League Director. All decisions of the Disciplinary Appeals Committee are final.