

# Ketchikan Youth Soccer League, INC.

**K.Y.S.L.**

**P.O. Box 5271 (mailing)**

**2721-7<sup>th</sup> Avenue (physical address)**

**Ketchikan, Alaska 99901**

**Phone: 907-225-5975**

**Fax: 907-247-5975**

**Email: [ktnyouthsoccer@gci.net](mailto:ktnyouthsoccer@gci.net)**

**[www.ketchikanyouthsoccer.org](http://www.ketchikanyouthsoccer.org)**

**A eleven-member board governs KYSL.**

**This board consists of 4 officers and 7 members at large.**

**The board meets on a monthly basis at the KYSL office building. Spring is the Annual General Meeting (AGM).**

**Board member/officers are elected at the AGM**

**MISSION STATEMENT:**

**The Ketchikan Youth Soccer League, Inc. is dedicated to the promotion and education of the sport of soccer.**

**Our goal is to provide a healthy environment involving: skill building, competition, sportsmanship, soccer appreciation, teamwork and fun for all ages and abilities.**

## KYSL OFFICIAL GUIDELINES

### I. General Information

#### A. Conduct of players and coaches.

1. Sportsmanship and fair play is mandatory.
2. Comments from coaches, spectators and players should be positive.
3. All players should receive fair playing time. This should be at least 15 minutes per half.

#### B. Teams are established and managed by Grade level.

Outdoor: Player must be entering Kindergarten

Indoor: Player must be entering 2<sup>nd</sup> Grade

**Players must be enrolled in a recognized academic program  
12<sup>th</sup> grade and younger**

#### C. Player Selection

1. Teams will be selected by KYSL computer program. The teams will be divided equally by age, sex, and skill. The players will be rated on a scale of one to four with one being the highest level. The KYSL Board will review and make any final adjustments to teams.
2. Siblings (only, not other relatives) in the same age group will be placed on the same team (when registration is made during the registration period).
3. Coaches will have their own children placed on their team.
4. Carpool request will not be honored.
5. Conflicts with other activities cannot be accommodated.
6. No other team trades or placements will be made without board approval.
7. Players **will not** be added 14 days after 1st games of the season.

8. Late registration will be placed on a wait list. The board guidelines and procedure will be used for team placement from waitlist as space becomes available.
  - Effort will be made to replace like player with like player (same gender and skill to replace player).
  - The group coordinator or board will keep in mind the continual balance of the teams when adding late registered players not replacing a player.

Outdoor Teams:

Micro Soccer K-1 <sup>st</sup> grade	8 rostered/4 on field	Size 3 ball
Division D 2 <sup>nd</sup> /3 <sup>rd</sup> grade	10 rostered/7 on field	Size 4 ball
Division C 4 <sup>th</sup> -5 <sup>th</sup> grade	12 rostered/9 on field	Size 4 ball
Division B 6 <sup>th</sup> -8 <sup>th</sup> grade	15 rostered/11 on field	Size 5 ball
Division A 9 <sup>th</sup> -12 <sup>th</sup> grade	15 rostered/11 on field	Size 5 ball

Indoor Teams:

Division D 2 <sup>nd</sup> /3 <sup>rd</sup> grade	8 rostered/5 on field	Size 4 ball
Division C 4 <sup>th</sup> -5 <sup>th</sup> grade	8 rostered/5 on field	Futsal Ball
Division B 6 <sup>th</sup> -8 <sup>th</sup> grade	8 rostered/5 on field	Futsal Ball
Division A 9 <sup>th</sup> -12 <sup>th</sup> grade	8 rostered/5 on field	Futsal Ball

D. Games

1. Once games begin each team should have a minimum of one practice and two games per week (outdoor); micro soccer has one practice and one game per week.
2. The Outdoor season will run from August through mid-October. Indoor season runs Jan-March.
3. In local rules, free substitutions will be allowed during a team's possession at a dead-ball situation.
4. Tie games will stand as ties (except in tournament play).
5. There will be a tournament at the end of the season in all divisions except Micro soccer and Division D.
6. Tournament pairing will be done by random draw. No standings of teams will be kept during regular season play.

7. In the event of a tie game during tournament play, there will be two 10-minute overtime periods (not sudden death). If still tied there will be a five-player shoot-out to determine the winner. The players in the shoot-out must be picked from those players on the field at the end of the overtime period. The referee may modify the time of each over time half with the agreement of both coaches, if it is determined conditions may warrant it (lack of light or poor weather).
8. Age divisions that are issued player passes must provide the referee with passes of each player expecting to play. If a player arrives late, line judge or center referee must check in player before they can enter field of play.

E. ***Equipment and Safety***

1. Players will be issued uniforms, which are the property of KYSL until the end of the season, at which time they are the property of the player. Intentional mutilation of the uniform will result in disqualification of that player from a game and the player must pay for a replacement uniform.
2. Soccer shoes are recommended but not mandatory. **Metal cleats are not allowed (non-soccer type).** Baseball / football cleats can be worn but must have the ***toe cleat removed.***
3. Shin guards are mandatory at games and must be covered by socks. Coaches are encouraged have shin guards mandatory at all practices.
4. Jewelry and watches must be removed before playing or taped down. *Jewelry taped down is at referee discretion.*
5. A cast that limits the movement of a joint is not allowed. Short casts must be adequately padded with foam. A player with a cast must present a permission slip to play that is signed by their physician and parent.
6. Hats with bills or other hard parts may not be worn. The goalkeeper may wear a billed hat with approval of the referee. Other hats may only be worn at the referee's discretion.

II. **Coaches**

A. Eligibility

1. For micro soccer through the 4-5 grade division coaches must be of high school age or older, if not, an adult must be designated and attend all practices and games.
2. In the 6-8 grade and 9-12 grade divisions, the coaches must be at least three years older than oldest age of team coached.
3. All coaches must fill out the volunteer disclosure statement.
4. Coaches will be responsible for the return of all keys and equipment to KYSL in a timely matter at the end of the season.
5. Coaches must attend pre and post season meetings and abide by the coaching guidelines presented.
6. The board will approve coaches before the season begins, coaches can be removed of their duties if deemed necessary by the board of directors.
7. Coaches for teams 2-12 Grade will rate players at the end of the outdoor season using the KYSL approved method.
8. Coaches of players under 12 must stay at the field until an adult picks up the last player.
9. All coaches, volunteers and referees will serve at the discretion of the board.
10. Coaches are encouraged to obtain all training made available. This included USYS coaching licenses and Youth module training.
11. Coaches issued player passes, must present passes to Referee at start of game.

### **III. Referees**

- A. Referees should attend the referee training sessions put on by the league before season play.
- B. All referees must fill out the volunteer disclosure statement.
- C. Referees will abide by the FIFA, state and local league rules.
- D. All referees will serve at the discretion of the board.
- E. Referees must report no later than 9am on Monday with game statistics and/or any disciplinary actions taken against participants.

### **IV. INDOOR SOCCER**

KYSL offers an Indoor Soccer Season January through March. Registration begins November 1. Team selections are made the

1<sup>st</sup> week of December using the same process as outdoor soccer. All KYSL policies and rules apply to the indoor season. Uniforms are not provided for indoor soccer. Official KYSL rules will be used for Indoor Play.

Age: Teams are based on player's current grade level.  
2-3rd grade  
4-5<sup>th</sup> grade  
6-8<sup>th</sup> grade  
9-12<sup>th</sup> grade

Only Division 6-8<sup>th</sup> grade and 9-12 Grade will have an end of the season tournament. Tournament pairing will be done by random draw. No standings of teams will be kept during regular season play.

**V. Refund Policy**

From the time of registration until the first set of games a full refund can be requested. After the first set of games until 14 days into the new season, refunds will be minus the Administrative fee of 25.00 (15.00 for Micro Soccer). After the 14<sup>th</sup> day of the season, there will be no refunds. All refund requests must be submitted in writing. Refunds will be made after the player's uniform is returned to the KYSL office. Refunds may be picked up at the KYSL office during regular office hours, or can be mailed if a self-addressed stamped envelope is provided.

**VI. Weather Policy**

When the KYSL Board of Directors and /or the KYSL President (the president will make every effort to consult with board members when reasonable or possible before making the decision) decide prior to a game that games and practices will be cancelled due to inclement or dangerous weather conditions, coaches will be notified as soon as possible. Notices will also be posted on the official website and on the office answering machine.

Immediately prior to a game, the coaches and referee are responsible for canceling games or shortening the length of a

game due to inclement weather. The coaches of the teams that are playing each other, with the referee will make the decision together. It's the responsibility of the coach to notify the KYSL office, 225-5975 if they cancel a game. During the game the referee has the ultimate decision as to cancel a game due to unsafe weather conditions. Games that are cancelled will not be re-scheduled unless both coaches agree on an afternoon during the week to play the make up games.

**In the event the school district (KGBSD) cancels school or closes school due to weather, all KYSL games and practices will be cancelled.**

## **DISCIPLINE POLICY**

### **I. Purpose**

- A. The purpose of these guidelines is to establish a uniform enforcement of reported infractions by use of, and activities of, some soccer players, coaches, parents, and others.
- B. There are three levels of infractions.
  - Class I** - TECHNICAL and includes; swearing on the field, arguing, harassing, or criticizing referees or linesman, and yelling at players, coaches and/or fans.
  - Class II** - PHYSICAL and **Intentional** infractions. They include; continued tripping, jumping, kicking, handballs, pushing and retaliation to any of the above.
  - Class III** - PHYSICALLY and INTENTIONALLY VIOLENT BEHAVIOR, the greatest of the infractions. Assault on a referee, linesman, player, coach and fan or retaliation “beyond defense” of his person.
- D. The Ketchikan Youth Soccer League’s Board will follow the guidelines based upon the Alaska State Youth Soccer Association’s Constitution and by-laws.
- E. All players, parents and coaches will sign a Fair Play Contract.

### **II. DISCIPLINARY GUIDELINES**

#### **RED CARDS**

- A. A player issued a red card must immediately leave the field of play. No substitution will be allowed for that player.



- B. The level of suspension will range from one (1) game up to two (2) games.
- C. Players must be present on the sidelines with his/her team to serve out the suspension.
- D. Recommendations of more than a two- (2) game suspension must go before the full board. Coaches can suspend players for up to one (1) game for disciplinary measures.
  - 1. The incident must be documented as to why the suspension took place and it must be submitted to the Board for documentation purposes.

## **YELLOW CARDS**

- A. Players issued yellow card must be immediately substituted from the field of play. Player may return at next substitution opportunity.
- B. Two yellow cards in a game will result in a red card. Red Card guidelines will then be followed.

## **DISCIPLINARY REVIEWS**

- A. Referees must report no later than 9am on Monday with game statistics and/or any disciplinary actions taken against participants.
- B. The board will have the option of addressing repeated yellow card and/or red card infractions by a single player.
- C. Any disputes of the penalty issued by the referee can only be reviewed based on a written request submitted to the board.

## **Travel Policy**

### **I. Travel Eligibility**

- A. The league will create travel teams through advertised try-outs. All players wishing to try out must be a member in good standing with KYSL. The advertisement will include:
  - 1. Date, time and location of tryout

2. Dates of travel
  3. Open to all Ketchikan Youth Soccer League players of the appropriate age for the tournament.
- B. Players are expected to attend all practices unless they notify the coach prior to practice.
  - C. If the coach feels that a player has missed too many practices, the coach may make him ineligible for travel.
  - D. A player who receives red and /or yellow cards may be ineligible for travel as determined by the board.

## **II. Responsibilities of Players, Coach, Chaperones, and Parents**

### **A. Players**

1. Players on league travel are expected to behave in an exemplary manner as representatives of KYSL and their community.
2. The coach is the final authority of all rules on any trip. Official chaperones shall carry out the rules as set forth by the coach.
3. When traveling by commercial carrier the players will follow those carrier rules as well as the coach's rules.
4. Team jackets, when provided, will be worn by players at all times.
5. Use of drugs, alcohol, or tobacco will result in suspension from competition on the trip and loss of privileges for the remainder of the trip. These and other serious infractions may result in immediate travel back home accompanied by a chaperone with expenses to be paid by the parent/guardian.
6. Bad language and unsportsman like conduct will not be tolerated. The coach will determine the consequences.

### **B. Coaches**

1. Coaches oversee the welfare of the players and chaperones on a trip and have final authority for the rules on any trip. He/she is to be a positive example to all.
2. The coach is considered on duty twenty – four hours per day and he/she and may not consume any alcoholic beverages, or engage in any illegal activity while on a trip.

3. While we would encourage adults not to smoke, no smoking is permitted on the field during practice or games or in the presence of the players.
4. The coach is responsible for filling out a travel form listing all players, their home phone numbers, chaperones, travel dates, destination, lodging place(s), means of transportation, cost of travel, and equipment taken. The completed fact form will be provided to parents' prior to travel.
5. A thirty-five dollar (\$35.00) per diem/day will be given to the coaches for personal and other expenses.
6. KYSL will pay for the coach's lodging and transportation expenses.
7. Receipts for all reimbursable expenses, personal or player related must be turned into the treasurer within five days after completion of travel.

#### **C. Chaperones**

1. Chaperones are expected to be role models to the players and parents.
2. On each trip KYSL recommends two chaperones per team. One chaperone is mandatory. A coach may be the second chaperone if no one else is available. Coaches must be over 21 to act as chaperone.
3. One chaperone will be asked to be the travel planner for a particular trip.
4. Chaperones are on duty 24 hours per day and may not consume any alcoholic beverages, smoke or engage in any illegal activity while on a trip.
5. While we would encourage adults not to smoke, no smoking is permitted on the field during practice or games or in the presence of the players.
  
6. All chaperones are subject to board approval.

#### **Parents**

1. Parents who are not chaperones should set a positive example when they travel.
2. Such parents are responsible financially for their own travel.
3. Provide food and spending money for your play.

## **II. Housing Arrangements**

- A. Unless arrangements are made prior to traveling, players will be housed as coordinated by the league and the coach.
- B. Prior notice for different arrangements must be provided to the league in writing with a parent's/guardian's signature and must include the place, phone number and host's name.
- C. No player may be housed alone.

## **III. Travel Arrangements**

- A. KYSL shall always try to obtain the best schedule and fare available for a trip
- B. The league will use a travel agency and stay with one agency for continuity.
- C. The trip planner shall be responsible for seeing that all travel forms and travel funds are collected and returned to the coach. He/she shall act as a liaison with the travel agency.

## **IV. Travel Meeting/Forms**

- A. A mandatory meeting for each parent/guardian and player will be held the first week of practice.
- B. At this meeting medical and liability forms must be completed, a birth certificate provided if not already on file, and a travel fee of \$25.00 paid to KYSL and given to the trip planner.
- C. A trip identity card must be completed and carried on the player's person at all times while on a trip.