



GREAT LAKES WOMEN'S SOCCER LEAGUE

POLICIES AND PROCEDURES

1 TEAM REGISTRATION

- 1.1 Annual Registration:** Annual registration will open at the time of the League's Annual General Meeting.
- 1.2 Minimum Number of Players:** No affiliated team may register with less than eleven (11) players.
- 1.3 Home Field:** Each team must have a home field with the proper dimensions upon registration.
- 1.4 Requirements:** Application shall require:
- A. Team name and roster of eleven (11) players
 - B. Map and/or directions to field or fields if there is an alternate
 - C. Name of team manager. The manager will be the only official contact for all league business
 - D. Team uniform with color (each jersey with a number) and alternate color
 - E. Registration fee (which is set forth yearly)
 - F. Performance bond
- 1.5 Maximum Number of Players:** Affiliated teams may register up to twenty-five (25) players. A team may add and drop players in accordance with Section 5, but at no time will players be allowed to play on more than one team.
- 1.6 Returning Teams:** Any seven (7) returning players will be considered a returning team. This team will be given the rights and responsibilities of a returning team.

2 DIVISIONS OF PLAY

- 2.1 Division Size:** A division of the League may have no more than ten (10), nor less than four (4) teams.
- 2.2 Team Placement:** When filling out an application for affiliation in GLWSL, a team may apply for any Division in the League. The Executive Board, at its discretion, may place a team in a different division for fair and equal competition.
- 2.3 Standings:** Prior season standings will help the Board decide in which Division a team will be placed.
- 2.4 Other Divisions:** Other Division(s) may be formed as needed by the Board.



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3 MOVEMENT OF TEAMS

3.1 *Promotion and Relegation:* The movement of teams will take place after each season to ensure fair and competitive play.

3.2 *Request for Different Placement:* Any team may petition the Executive Board for placement in another division. The petition must be in writing by March 1st of each season.

4 PLAYER REGISTRATION

4.1 *Purpose:* Each player must be registered with the MSA and the USSF.

4.2 *Procedure:* Registration with the MSA and USSF is accomplished by each player completing an Amateur Player Registration Form supplied to the player/team by the Registrar upon receipt of the proper fee.

4.3 *Timeliness:* To be considered registered; all supporting documents must be RECEIVED by the Registrar no less than five (5) days before a League game. The term "RECEIVED" is hereby defined as post-marked by the Post Office no less than five (5) days before a League game.

4.4 *Effective Date:* Upon receipt of the individual Player Registration Form, the Registrar will process the registration form, which will become effective five (5) days after the Registrar, has received it. An MSA ID card will be issued to the respective team delegate.

5 PLAYER TRANSFER / RELEASE

5.1 *Procedure:* The team or player must submit in writing to the Registrar the following information: Player pass card, revised team roster, the team name the player wishes to transfer to and the reason for the transfer. In the event a player cannot obtain her pass card from the previous manager/coach, GLWSL Board approval is required for transfer. If the transfer is approved, the Registrar will contact the teams involved.

5.2 *Waiting Period:* A player is ineligible for competition for a period of eight (8) days from the date last played with her old team for a transfer between teams in different Divisions. The waiting period is fifteen (15) days for a transfer within the same Division.

6 INELIGIBLE PLAYERS An ineligible player is a player who is not in compliance with GLWSL and MSA requirements.

6.1 A team using an ineligible player shall be fined.

6.2 The team, players and manager may be suspended from all GLWSL activities and games for playing an ineligible player.

6.3 The team, players and manager may be required to appear before the Executive Board before any possible reinstatement into the League, for playing an ineligible player.

6.4 The team shall forfeit all games in which the ineligible player participated.



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7 LEAGUE SCHEDULE

7.1 Official Schedule: The League Scheduler shall compile the official schedule of the GLWSL. League games must be played on the days and at the times scheduled during the Spring Scheduling meeting. Within one (1) week of the distribution of the schedule, a team manager / coach may obtain a schedule change, subject to the approval of the opposing team manager / coach. The team manager / coach are responsible for checking the accuracy of the schedule. No changes will be made to the schedule after this time.

7.2 Reserved Dates: Teams must notify the League Scheduler, at the time their team registration is submitted, of any dates they cannot play. No more than two (2) cannot play dates can be requested.

7.3 Failure to Compete: No cancellations of games shall be allowed without Executive Board approval. Any team, which does not appear for their scheduled game, will be fined, and the opposing team awarded a forfeit score of 1 -0.

7.4 Suspension or Cancellation by Referee: Should the game be canceled or suspended by the referee on the field at game time, it must be rescheduled within ten (10) days of the original date; otherwise the League Scheduler will determine the date of the replay. In the event of a rescheduling conflict, where both coaches cannot reach an agreement, the League Scheduler will select from a choice of at least two (2) dates provided by the home team, and that will constitute the play date and time of the rescheduled game.

7.5 Emergency Schedule Change: If an emergency occurs and a schedule change becomes necessary, the following procedure MUST be observed:

- A. The coach / manager reporting the emergency MUST contact the League Scheduler or President.
- B. Failure to notify the League Scheduler regarding cancellations will result in the assessment of a fine.
- C. If approval to cancel the game is granted, the League Scheduler or President shall contact the Referee Assignor to cancel the referees of the originally scheduled game. If notification is not received in time to recall the referees, the team requesting the cancellation will be responsible for the entire game fee.
- D. Any game that is rescheduled by the coaches, without the above procedures being followed will constitute a forfeit by both teams.

8 DISCIPLINARY ACTIONS

8.1 The Executive Board may, at its discretion, add to any MSA disciplinary action against an individual or team.

8.2 The Executive Board may, at its discretion, act unilaterally to issue disciplinary actions against an individual or team, which may include further suspension, period of probation or individual performance bond.



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9 FEES AND FINES: The League may levy fees and fines, which include, but are not limited to, the following:

9.1 Failure to attend the Annual General Meeting

9.2 Failure to attend the Scheduling Meeting.

9.3 Failure to send the game report/line-up sheet to the appropriate Division scheduler within 48 hours.

9.4 Failure to notify the League Scheduler and opposing team of a cancellation 72 hours prior to starting game time.

9.5 Incomplete registration.

9.6 Fines and fees will be set by the Executive Board and distributed with the minutes of the League Annual General Meeting and again at the Scheduling Meeting.

9.7 Any fines not paid by the "Annual Registration Meeting," will result in the forfeiture of the team performance bond.

10 GOOD STANDING

10.1 A team must be in "good standing" in order to:

- A. Vote
- B. Accept awards.
- C. Be allowed to register next season.
- D. Have their League games count in League standings.

11 LEAGUE STANDINGS: League team standings will be determined by points.

11.1 Points: Win = 3 points Tie = 1 point Loss = 0 points

11.2 Tie Breaker Procedure: In the event of a tie for Divisional 1st place at the end of the regular season, the following sequence shall be used to break ties in the standings.

- A. Head to Head result (Win/Tie/Lose)
- B. Goal Differential (Goals For minus Goals Against with a maximum of 4 goals per game)
- C. FIFA Tiebreaker method of Kicks from the penalty mark



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12 PROTESTS

Protest hearing procedures are governed by the GLWSL. The Executive Board sets fees on an annual basis. The fees must be published at, or before the Annual General Meeting.

12.1 Basis for Protest: Only violations of the Articles of Incorporation, Bylaws, Rules and Regulations, and/or Policies and Procedures of this League and misapplication of the FIFA "Laws of the Game" shall be proper subjects for consideration as an official protest.

12.2 Validity: For a protest to be valid it must be made on the field of play, following the game, in the presence of the referee and the opposing coach. The referees' game report could then contain his/her version of the protested incident while it is fresh in his/her mind.

12.3 Fee: The protest fee shall be \$100.00 of which \$90.00 will be refunded if the decision is in the favor of the protesting team. The league will retain \$10.00.

12.4 Procedure: The following procedure must be observed.

- A. Protests must be written and sent to the League Secretary, along with the proper fees, within 48 hours of the decision being protested. (Sundays and Holidays excluded).
- B. The President will be responsible for gathering and familiarizing herself with all the facts necessary for the Executive Board to render a fair decision. She will also determine the location of the meeting.
- C. Any member, coach or person associated with either the team entering the protest or the team against which the protest has been entered will be considered involved in the protest.
- D. Parties involved in the protest shall present their views and provide the Secretary with a written copy. After the Executive Board has heard both views, five (5) minutes will be provided to each team representative of both teams. They, all parties involved, will then immediately leave the room. There will be a maximum of two (2) representatives from each team.
- E. A majority vote by the Executive Board members present shall constitute a final decision. An Executive Board member with an affiliation to either team involved in the protest may not vote and will leave the room during the discussion period.
- F. The Secretary will notify, in writing, the persons concerned in the protest decision of the decision of the Executive Board.

12.5 Decisions: The decision of the Executive Board will be final unless reversed by the GLWSL Appeals Committee.

12.6 Appeals: Any adverse ruling may be appealed to the Appeals Committee of the GLWSL, but the Board ruling will stand until reversed.



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13. APPEALS Appeal hearing procedures are governed by the GLWSL. The Executive Board sets fees on an annual basis. The fees must be published at, or before the Annual General Meeting.

13.1 Purpose: The Appeals Committee will hear all appeals of protest decisions made by the Executive Board.

13.2 Fee: The Appeal Committee Hearing Fee shall be \$25; of which \$15 will be returned to the team if the decision is in favor of the protesting team. The League will retain \$10 filing fee.

13.3 Composition: The Appeals Committee shall be comprised of the League Vice-President, acting as Chair, and seven (7) player-delegates drawn from the names of all League teams not involved in the protest. The Chair shall vote only in the case of a tie due to the absence of an appointed Appeals Committee member or members.

13.4 Procedure: The following procedure must be observed.

- A. To request a hearing before the Appeals Committee, the request must be in writing and sent to the League Secretary within seven (7) days after the initial protest decision by the Executive Board, along with the Appeals Committee hearing fee.
- B. The President will be responsible for gathering and familiarizing herself with all the facts necessary for the Appeals Committee to render a fair decision. She will also determine the location of the meeting.
- C. The Parties involved in the appeal shall present their views of the incident and provide the Secretary with a written copy. After the Appeals Committee has heard both views, five (5) minutes will be provided to each team. They, all parties involved, will then immediately leave the room.
- D. A majority vote of those present shall constitute a final decision, with the President voting only in a tie due to the absence of an Appeals Committee member.
- E. The Secretary will notify, in writing, the persons concerned in the appeal of the decision of the Appeals Committee.

13.5 Decisions: The decision of the Appeals Committee will be final unless reversed by the MSA.

13.6 Appeals: Any adverse ruling can be appealed to the MSA, but the Appeals Committee ruling will stand until reversed.

14 MATTERS NOT PROVIDED FOR: The Executive Board shall determine any matters not provided for in these rules, and decisions so made shall be binding.