



# North Puget Sound League Operating Procedures

(revised 05/30/2014)



## 1.1 Introduction

- (a) In order to provide an environment under which the development of youth soccer players is maximized, an Inter-District North Puget Sound League (hereafter known as the NPSL) has been formed for age groups Under-10 through Under-18. It is administered by Districts 1, 2, 3 and 4 of Washington Youth Soccer Association with administration delegated to and executed by the NPSL Steering Committee.
- (b) The Washington Youth Soccer Bylaws and Operating Procedures are the governing documents. Modifications to the Operating Procedures and Rules of Competition have been made expressly for NPSL competition. The Operating Procedures and Rules of Competition contained herein shall govern the conduct of the NPSL.

## 1.2 Administration

- (a) Districts I and II will jointly administer the NPSL.
- (b) League Administration. An NPSL Steering Committee will be established. The Steering Committee will be responsible for NPSL league formation, operation and other administration activities.
- (c) NPSL Steering Committee Membership. The NPSL Steering Committee shall consist of the: 1 Member Appointed by Each District 1, 2, 3 and 4 Member Association; District 1 Commissioner; District 2 Commissioner; District 3 Commissioner; District 4 Commissioner. The elected positions on the NPSL Steering Committee shall consist of Chair, Vice Chair, Director of Competition and Alternate Director of Competition.
- (d) NPSL Steering Committee Voting. Voting of the NPSL Steering Committee will be weighted based upon how many teams a member association has in the NPSL. While each vote will be assumed to represent full weight, each member associations will be able to split their NPSL Steering Committee votes when needed (for instance, based upon differences of opinion on how clubs in that association may want to vote). Voting strength based on team counts are established as of September 1st and carry through until August 31st of the following year. District Commissioners' roles will be strong focus on consultative and advisory to the NPSL and each will have one (1) vote. A quorum will be determined based upon voting strength of those in attendance. Every 5 teams registered in the NPSL equates to 1 vote. A member association without a participating team retains its seat on the NPSL Steering Committee but is a non-voting member. Elected positions on the NPSL Steering Committee are non-voting.
- (e) NPSL Steering Committee Governance Leadership. During July of each calendar year, the NPSL Steering Committee will elect a Chairperson and an Alternate (Vice) Chairperson (assuming both positions are being vacated). Term of both elected positions shall be 1 year (starting in August) with the provision that the Alternate (Vice) Chairperson transitions to Chairperson role in year 2. This is designed to give 1 year of on-the-job training in the Alternate (Vice) Chairperson and 1 year of executing as Chairperson. The Chairperson will be from a member association from one District while the Alternate Chairperson will be from a member association from another District.
- (f) NPSL Steering Committee Operations Leadership. During July of each year, the NPSL Steering Committee shall elect a Director of Competition and a Alternate Director of Competition (assuming both positions are being vacated). Terms of both elected positions will be 1 year (starting in August) with the provision that the Alternate Director of Competition transitions to the Director role in year 2. This is designed to give 1 year of on-the-job training in the Alternate Director and 1 year of executing as Director. The Director will be from a member association from one District while the Alternate Director will be from a member association from another District. The Director of Competition and NPSL Chairperson will be from opposite Districts during a given term, ensuring a balance of representation in the two key leadership roles of the NPSL.
- (g) The NPSL will play a traditional, 12-game fall season for all boys ages and younger girls (U14 and below), September through mid- December. No games will be scheduled on the weekend after Thanksgiving Day. The



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NPSL will also administer a 10-12 game winter season (December through March) for the older girls (GU15-GU18) and a 6-game spring developmental season (no standings) for U14 and below that runs late February through early April.

- (h) The NPSL Steering Committee will formulate, publish and maintain the Operating Procedures and Rules of Competition for the NPSL.

## 1.3 NPSL Structure

- (a) The league structure for each division is based on the number of applicants. If teams drop, the league will be played as scheduled with a 'bye' inserted where games were previously scheduled, unless a new team is inserted by the NPSL Director of Competition.

## 1.4 Team Eligibility

- (a) All teams must submit applications by the prescribed date on the form. Applications and team payment will only be accepted through normal district procedures for participating districts.
- (b) Teams must be in good standing with all League, Association, and District fees and fines from the prior season before their application will be accepted.

## 1.5 Entry Forms and Fee

- (a) To enter the NPSL, it is required that teams follow their respective district league application and payment processes.
- (b) The entry deadline is August 1<sup>st</sup> for all teams participating in Fall League, November 1<sup>st</sup> for all teams participating in Winter League, and February 1<sup>st</sup> for all teams participating in Spring League.  
*Note: Reference the NPSL website for exact dates as they are subject to vary.*
- (c) If any team withdraws under any circumstance after the entry deadline, the team's entry fee will not be reimbursed.
- (d) During league play, any team having an unexcused forfeiture, as determined by the NPSL Steering Committee, will be fined \$500 for the first occurrence. A second unexcused forfeiture may constitute a withdrawal from the NPSL, and the team's Member Association will be fined an additional \$500. The league strongly encourages that teams work together to reschedule games and avoid unnecessary forfeitures.

## 1.6 League Standings/Tie Breaker

- (a) Three (3) points will be given for each win, one (1) point for each tie, and zero (0) points for a loss.
- (b) If any ties exist in Division standings, the following criteria will be used for breaking those ties (except as qualified elsewhere in this document):
  - (1) Head to head.
  - (2) Fewest goals against: All league games.
  - (3) Best goal differential: All league games.
  - (4) Flip a coin.
- (c) Ties in Divisional standings between three or more teams will be resolved as follows:
  - (1) Eliminate the results of all teams not tied.
  - (2) Apply the point system to the remaining teams which are tied.
  - (3) For teams that remain tied; the following criteria will be used for breaking those ties.
    - (i) Head to head.



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- (ii) Fewest goals against.
- (iii) Best goal differential.
- (iv) Flip a coin.

(d) For leagues that provide an uneven number of games, standings will be based on the ratio of achieved points to maximum points teams may obtain (e.g., Team A has 27 of possible 30 points = .900 versus Team B has 27 of possible 33 points = .818).

## 1.7 Recognition Awards

Recognition of winning and second place teams will be accomplished through the presentation of awards, budget permitting. Awards may be in the form of individual trophies, medallions, and/or team trophies.

## 1.8 Rules of Play

(a) All league play, tournaments, and special competition under the jurisdiction of the NPSL shall be conducted in accordance with current Washington Youth Soccer Rules of Competition, except as modified herein.

## 1.9 Player's Equipment

Each player shall have a number on the player's jersey. The number shall be affixed to the back of the jersey, clearly visible and a minimum of six (6) inches high. Each player on a team must wear a number different from the number of every other player on the team. Numbered jerseys for goalkeepers are optional.

## 1.10 Game Sheets

(a) Prior to a NPSL game, coaches must provide the referee with a NPSL approved game sheet (or equivalent) and valid player passes (cards) for all players upon referee request.

(b) All misconduct incident reports must be reported to the NPSL following the NPSL Disciplinary Committee process.

## 1.11 Coaching/Sideline Conduct

(a) Coaching from the sidelines – giving direction to one's own team on points of strategy and position – is permitted, provided:

- (1) Neither mechanical nor electronic devices are used;
- (2) The tone of voice is informative and not a harangue.

(b) All coaches, substitute players and other bench personnel are to remain within the "coaching area" (two yards behind the touch line and not within eighteen yards of the goal line).

(c) No player, coach, substitute player or other bench personnel are to make derogatory remarks or gestures to the referees, other players, substitutes, or spectators.

(d) No player, coach, substitute player or other bench person is to use profanity.

(e) No player, coach, substitute player or other bench person is to incite, in any manner, or engage in any kind of disruptive behavior.

(f) If the above rules are violated, the referee shall ask the offending party for compliance with the rules. The referee may file a written incident report to the NPSL office, attn: NPSL Disciplinary Committee.



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- (g) In the event that compliance is not received from the offending party, the referee shall ask the offending party to leave the playing area. If this request is made, the referee must file a written incident report to the NPSL Disciplinary Committee.
- (h) If the offending party refuses to leave the playing area, or returns after leaving, the referee shall abandon the match and file a written incident report of the game abandonment with the NPSL Disciplinary Committee
- (i) It shall be the responsibility of each team to maintain proper spectator conduct. Each coach, manager and team, club, or league official shall be held primarily accountable for the conduct of the spectators for or from their respective teams. At no time shall foul or abusive language be permitted at any field.

## 1.12 Scheduling of Games

- (a) Regularly scheduled NPSL games shall have priority over any and all competition entered into by NPSL teams.
- (b) The NPSL Steering Committee is responsible for scheduling of all games. They have final authority to determine division seeding and playing dates.
- (c) NPSL games will be scheduled on weekends using the following age group guidelines, B/G U11 through U14 will play on Saturdays , B U15 and older will play on Sundays, G U15-18 will play on Saturdays (Winter/Spring season). Exceptions to this scheduling policy will be managed by the NPSL Steering Committee.
- (d) The Home team determines field location, sideline policy and kick-off time. Teams must provide their opponents with home game and requested kick-off time information:
  - (1) League games should be scheduled to begin no earlier than 9:00 AM and no later than 5:00 PM, unless agreed to by the visiting team in writing (includes fax and E-mail) at least two (2) weeks prior to the game.
  - (2) Teams traveling more than 2 hours for one game need to have time to travel in the same day. These games should not start before 11:00 AM or after 4:00 PM. The Association address of the traveling team to the scheduled game field determines travel time.
  - (3) Failure to schedule game start times within the prescribed guidelines may result in a mandatory game reschedule at the discretion of the NPSL Director of Competition.
- (e) The respective NPSL Director of Competition must approve all schedule changes. A schedule change request must be agreed to by both teams and must be submitted to the NPSL Director of Competition prior to the scheduled game date on the "NPSL Game Reschedule Request" online form. If the request is approved, the home team is responsible for rescheduling the field and the officials. If a team fails to show, on this date, that team will receive a loss for that game. If both teams fail to show, both teams will receive a loss for that game, zero points for both teams.
- (f) If a referee declares a field unplayable at kick-off time or the field is closed by the field administrator, both coaches must report the postponement to the NPSL Director of Competition. The home team is responsible for rescheduling the game with the approval of the visiting team. If the teams cannot agree on a reschedule date, the NPSL Director of Competition will determine the reschedule date and location. The designated home team will be responsible for any field rental and referee expenses. If a team fails to show, on this date, that team will receive a loss for that game. If both teams fail to show, both teams will receive a loss for that game, zero points for both teams.
- (g) If a game is not played because there was no referee and a substitute could not be agreed upon (reference NPSL Rule "Officiating"), subject to the approval of the NPSL Director of Competition, the visiting team may have the choice of rematch date and location. If there is no referee at the rescheduled game and a substitute cannot be agreed upon, the respective NPSL Director of Competition will reschedule the game at the expense of both teams.



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- (h) If both teams have been notified of the game location and kick-off time, and one team fails to show up for the game, following a fifteen (15) minute grace period, the game will be forfeited to the showing team with a score of 1-0.
- (i) If both teams have been notified of the game location and kick-off time, and both teams fail to show up for the game, both teams will receive a loss for that game, zero points for both teams.
- (j) All league games must be played by the final weekend of the league season unless approved in advance by the NPSL Director of Competition.

## 1.13 Responsibilities of Coaches/Managers

- (a) The following are the responsibilities of the assigned "home team":
  - (1) Marking the field-of play;
  - (2) Providing a proper game ball;
  - (3) Providing nets and corner flags;
  - (4) Providing adequate directions to the opposing team to the "home team's" venue as soon as game time and location are scheduled by the local scheduler, and at least seventy-two (72) hours prior to the game and by no later than 9:00 PM Wednesday night.
  - (5) Communicating the sideline policy to the opposing team, and the match referees.
- (b) Visiting teams must confirm receipt of the above "directions" by no later than 9:00 PM Thursday night.
- (c) Failure of the "home team" to properly notify the visiting team of game time and location and failure of the "visiting team" to acknowledge receipt of the game time and location information may result in a rescheduled game at the discretion of the NPSL Director of Competition.
- (d) It is the responsibility of coaches and managers to work with their counterparts to reschedule games in the event of conflicts.
- (e) Weather conditions and field closures are the exception to the aforementioned game notification and confirmation rules.
- (f) The Coach or Manager of both teams (regardless of win, loss, or tie) must report the final game score to the NPSL Director of Competition via the online score reporting system by Monday following the game. Teams that do not report their score may be fined \$15 for each occurrence.
- (g) Any coach, assistant coach, team manager, or other party having direct contact with players must be in compliance with Washington Youth Soccer's Risk Management Policy.

## 1.14 Reporting Scores

- (a) Teams must report the game score as directed by the NPSL Director of Competition via the online score reporting system.
- (b) If a game was not played as scheduled for any reason, this information must be reported to the NPSL Director of Competition.
- (c) If a game is rescheduled, the score must be reported to the NPSL Director of Competition via the online score reporting system following the actual game.



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- (d) If a game was abandoned, this information must be reported to the NPSL Director of Competition.

## 1.15 Officiating

- (a) A referee shall be assigned to officiate each game with the authority assigned as specified in the "Laws of the Game" (FIFA).
- (b) If possible, the Referee Assignor will be responsible for scheduling properly registered and qualified referees and assistant referees.
- (c) If assistant referees cannot be scheduled, each team must provide one (1) person to act as club linemen, if the referee wishes.
- (d) Referees who are also coaches, team managers, or relatives of players-of-record in a given age group of the NPSL shall not be assigned matches in that age and gender group. Other individuals should disqualify themselves if there is a conflict of interest in that age and gender group.
- (e) Failure of a referee to show up within fifteen (15) minutes of a scheduled game time will constitute grounds for a rematch. A substitute official may be chosen upon agreement by both coaches and the substitute's decisions will be final.
- (f) Coaches may file a letter of concern on a referee to the Washington Youth Soccer Youth Referee Administrator.
- (g) It is the responsibility of the Member Association or Club to send a complete NPSL game schedule to the Referee Coordinator responsible for scheduling referees for their NPSL games at the earliest opportunity.
- (h) Before the start of each game, the referee will ensure the home team's sideline policy is followed.
- (i) If any player has been sent off the field of play by the referee for violating the "Laws of the game", the referee must file a report within 48 hours of the completion of the game to the NPSL Disciplinary Committee. (Contact information will be available on the NPSL websites.)
- (j) Before the start of each game, the referee will obtain a game sheet and collect the membership passes from each team. Players not listed on the game sheet and not possessing a valid membership pass will not be allowed to participate in the game. At the end of the game, the referee will note on the game sheet: the final score, misconducts issued, and any other information deemed appropriate. The referee will return one copy of each game sheet to each team, and if misconducts were issued or other problems noted, return or fax the white copy to the NPSL Disciplinary Committee office. (Contact information will be available on the NPSL website.)
- (k) Membership passes are to be surrendered to the referee prior to each game. The referee will return ALL membership passes to the coach at the conclusion of the game. The membership passes will be used to copy accurate information to the referee's misconduct report.

## 1.16 Game Abandonment

- (a) If it has been determined that a NPSL game is abandoned by the referee due to actions of the coach, players, spectators or any combination thereof, NO REPLAY WILL BE GRANTED.
- (b) Furthermore, if at the time of the abandonment:
  - (1) The opposing team is ahead, the score will be the final score.



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- (2) The team causing the abandonment is ahead, the game shall be considered forfeited and a score of 1-0 in favor of the opposing team will be awarded.
  - (3) If the score is tied, the game shall be considered forfeited and a score of 1-0 in favor of the opposing team will be awarded.
  - (4) If it has been determined that both teams caused the abandonment, then both teams will be given a loss, zero points for both teams.
- (c) If it has been determined that a NPSL game is abandoned by the referee due to unsafe weather conditions, the following will be applicable:
- (1) If the game is abandoned in the first half, the game shall be replayed in its entirety with the score reset to 0-0.
  - (2) If the game is abandoned at half-time or in the second half, the result of the game at the time of abandonment shall become final. No replay will be allowed.

## 1.17

### Disciplinary

- (a) The NPSL Disciplinary Committee Director shall form a Disciplinary Committee comprised of members from participating Districts. This Committee, shall review each week on Thursday evenings (unless otherwise notified), written reports submitted by referees, and forwarded to them for processing, any misconduct at NPSL games played the weekend previous to the meeting. It shall be the responsibility of the coach, or listed alternate, to contact the Disciplinary Committee Director to obtain notification of action taken.
- (b) The Disciplinary Code is covered in the Washington Youth Soccer Judicial Operating Document.
- (c) Players that accumulate three yellow cards during the NPSL season will be ineligible to compete in their next scheduled NPSL game. Yellow card totals will not be carried over from the league season to other events.
- (d) Players receiving a red card will be ineligible to compete in their next regularly scheduled game after the next regularly scheduled Disciplinary Committee hearing, unless the red card is canceled or reduced by the Disciplinary Committee. A more severe penalty may be applied by the Disciplinary Committee under established guidelines.
- (e) Penalty points will be accumulated over the seasonal year. Yellow cards will be accumulated at one (1) point each, red cards at three (3) points each. A player receiving two (2) yellow cards in one game, resulting in a red card will count as three (3) points and will be suspended for one (1) game. The two yellow cards that led to the red card in that game will not be counted against the yellow card accumulation. Should this player have a yellow card from a previous game, that card will carry forward and count for future infractions.
- (f) Players that accumulate seven (7) points from red and/or yellow card accumulation during the seasonal year will be suspended and be required to petition the Disciplinary Committee for reinstatement of eligibility to compete on any Washington Youth Soccer team. Upon reinstatement, the Disciplinary Committee will set the terms and conditions of probation. Failure to comply with the terms and conditions of probation may cause those player(s) to be suspended for the remainder of the seasonal year.
- (g) Coach expulsion carries a minimum one (1) game and up to four (4) game suspension depending on the type of infraction and pending review by the disciplinary committee.
- (g) A coach of a team receiving fifteen (15) points accumulated from red and/or yellow cards during the seasonal year will be required to appear before the Disciplinary Committee, which will determine appropriate action. Failure of the coach to appear after notification will cause the coach to be suspended, and require written petition to the Disciplinary Committee for reinstatement of eligibility to coach this or any Washington Youth Soccer team.





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- (h) All petitions for reinstatement must be accompanied by a \$50.00 non-refundable fee.

## 1.18 Disputing Misconduct Reports

- (a) NPSL follows the Washington Youth Soccer Judicial Operating Document with regards to a player or coach wishing to dispute a red or yellow card that they received.
- (b) All appeals must be handled by the Washington Youth Soccer or District Appeals Committee per the Washington Youth Soccer Operating Document.

## 1.19 Ethics

- (a) No coach/player will have in his/her possession, consume, or be under the influence of alcoholic beverages during any NPSL event.
- (b) All coaches, managers, players and spectators will adhere to the Washington Youth Soccer Ethics Operating Document and Code of Ethics.
- (c) Any coach, manager or official found guilty by a Washington Youth Soccer Ethics Committee of knowingly using an ineligible player(s) (over-age, improperly registered, or under disciplinary suspension) will be suspended from participation in all Washington Youth Soccer activities not to exceed the current and subsequent seasonal year.

## 1.20 Player Pass

Washington Youth Soccer (WYS) incorporates the option for WYS-sanctioned leagues to use the player pass within league play. The NPSL will only permit that the player pass will be used as follows:

- (a) for matches to provide for player development opportunities for the player(s) being used under the player pass;

when

- (b) the team roster number for a given weekend is under 14 players.

*Note: Use of a player pass for a goalkeeper in the event of an injury to the rostered goalkeeper is exempt.*

or

- (c) in situations where a team's rostered player counts had fallen after tryouts to a point where the club's Director of Coaching determined the team's continued viability was at risk and, in the interests of the players being able to play this fall, the team required players from another of its 'at age' NPSL club team to continue AND only in the case where it has received formal approval from the NPSL Director of Competition in advance of using the Player Pass for a match.

The NPSL asks all coaches to use an honor system and notify their opposing coach if a player pass is being used for a particular game and which players on the roster are being used on a player pass. Use of the Player Pass by coaches to manipulate rosters for the express purpose of winning matches, at the determination of the NPSL Director of Competition, will not be tolerated and may subject the team to disciplinary actions.

Players rostered on teams participating in the RCL are not eligible to play in NPSL matches using the player pass. The Washington Youth Soccer Player Pass can also be used outside the NPSL matches by players rostered to NPSL teams that wish to participate in RCL teams within their Clubs only. Please refer to your club for further details on this option.