

**2025
CCSA Handbook**



**Batavia
CNE
West Clermont
Williamsburg**

**Bethel
Felicity
New Richmond
Western Brown**

www.ccsasoccer.org

CCSA Board of Executives

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2nd Member at Large

3rd Member at Large

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Stacy Ryan
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Western Brown

District Referee Coordinators

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Batavia

Christy Hahn
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Joseph Piening
New Richmond

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Derek Jetter
Western Brown

Mallory Whitehead
Williamsburg

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West Clermont

Brandy Welch
CNE

CCSA Fall 2024/Spring 2025 Age Brackets

AGE DIVISION	OLDEST DATE ALLOWED	YOUNGEST DATE ALLOWED
U6	1/1/2019	7/31/2020
U7	1/1/18	12/31/18
U8	1/1/17	12/31/17
U9	8/1/15	7/31/16
U10	8/1/14	7/31/15
U11	8/1/13	7/31/14
U12	8/1/14	7/31/13
U13	8/1/13	7/31/12
U14	8/1/12	7/31/11

Clermont Central Soccer Association

Clermont Central Soccer Association (CCSA) is a nonprofit, educational, and recreational soccer organization serving the communities of Batavia, Bethel, Owensville (CNE), Felicity, New Richmond, Mt. Orab/Hamersville (Western Brown), and West Clermont. CCSA is affiliated with the Ohio Soccer Association, United States Youth Soccer, and United States Soccer.

The purpose of CCSA is to: (1) instruct and train players and coaches to develop and improve their capabilities, (2) develop the principles of fair play, (3) build good character, (4) allow all players as equal an opportunity as possible to participate, (5) promote the growth of soccer, (6) encourage the development and practice of good sportsmanship, (7) improve physical fitness, (8) help keep our youth involved and busy in supervised activities, and , (9) have fun in a safe manner.

Code of Conduct and Ethics

Soccer belongs to the Players. Coaches must understand this and put the welfare of the Players and the game ahead of their personal desires. Coaches, Players, and Spectators must never place the value of winning above safety and welfare of the Players. Winning should be the result of thorough preparation and team discipline.

The laws of soccer are written to ensure a continuous flow of action, while ensuring the safety of Players. Coaches must be familiar with them and the rules of play. Coaches shall ensure that the Players also understand them and adhere to both their letter and spirit.

Advantage shall never be sought by deliberately violating the laws of soccer nor by engaging in unsportsmanlike behavior.

PARENTS: Role Models for Life

What can parents do to make the game of soccer more enjoyable for their children, and other people's kids, too?

1. Be knowledgeable of the game.
2. Encourage fair play at home.
3. Be supportive
 - a. i.e.: be sure the player attends practices; drop off/pick him/her up on time
4. Attend games.
5. Be positive or quiet at games.
6. Be respectful; expect your own children to be respectful.
7. Focus on good nutrition.
8. Volunteer to help the coach.
9. Attend referee clinics.
10. Become a referee.
11. Play the game of soccer.
12. Be calm and have good manners.
13. Support the coaches' and referees' decisions.
14. Encourage communication between coach and parent.
15. Ask your own children to describe his/her role, what new skills have been learned?
16. Watch practices; focus on new strategies.
17. Find soccer videos, watch them with children.
18. Concentrate on praising other peoples' children during games
19. Read newspaper articles about older soccer players' successes; provide models for your own children.

Parents' daily modeling of fair play, conflict resolution and the "golden rule" encourages players to calmly play with skill on the field.

JUDGING A GOOD COACH

1. A GOOD COACH is someone who knows winning is wonderful, but it is not the triumph of sports.
2. A KIDS' COACH is someone who goes to work early, misses meals, gives away weekends and plays havoc with family schedules so he or she can help a group of youngsters.
3. A COACH is someone who stays a half hour after practice and more to make sure everyone of the players has a safe ride home.
4. A COACH is someone who rarely hears a mom or dad say, "Hey, Thanks," but receives a lot of advice on game day.
5. A GOOD COACH is someone who makes sure everyone gets to play.
6. A GOOD COACH is someone who knows what to do if a player is hurt.
7. A GOOD COACH is someone who teaches young people that winning is not everything, but still lies in bed at night staring at the ceiling wondering what he or she might have done differently to have turned a loss into a win.
8. A GOOD COACH is someone who can help a child learn to make mistakes in stride.
9. A GOOD COACH is someone who sometimes helps a child develop ability and confidence that sometimes did not exist before.
10. A GOOD COACH is someone a youngster will remember a long time after the last game has ended and the season is over.
11. A GOOD COACH is someone that teaches the players to win and lose respectively.

INAPPROPRIATE COACHING BEHAVIORS

1. The Coach physically or verbally abuses players and referees.
2. Players themselves are criticized, rather than their behaviors.
3. He or She uses profanity.
4. The Coach won't listen to suggestions or complaints from parents.
5. Winning is emphasized as the only goal.
6. He or she is constantly arguing with game Referees or other officials. Cheating is condoned.
7. The Coach doesn't allow playing time for all members of the team, including the less skillful kids.
8. The kids are made to feel bad when they lose and worthy only when they win.
9. The Coach feels personally let down when the team doesn't measure up to their expectations.

Zero Tolerance Policy against Abuse

YOU WILL BE ASKED TO LEAVE IF ANY RULE IS NOT FOLLOWED.

CCSA and The Ohio South Youth Soccer Association are committed to providing a safe environment for its members and participants, and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our participants and ensuring their safety and wellbeing while involved in sponsored activities.

To this end, we have established the following guidelines of behavior and procedures for our staff, volunteers and participants. All members of this organization, as well as parents, spectators and other invitees are expected to observe and adhere to these guidelines:

1. Abuse of any kind is not permitted within our organization. This means we do not tolerate physical, sexual, emotional or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents or spectators. This includes on all social media platforms. An occurrence may result in discipline procedure and penalties may result. No foul language will be permitted.
2. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, any form of sexual contact or inappropriate touching, are strictly prohibited within our organization.
3. Emotional abuse or verbal abuse is also prohibited. These include, but are not limited to such forms of abuse as: yelling, insulting, threatening, mocking, demeaning behavior, or making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sex or age.
4. We are committed to providing a safe environment for our players, participants and staff. We do so by appointing all coaches, officials and volunteers -and anyone else affiliated with our organization -as protection advocates. Every member of this organization is responsible for reporting any cases of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling or spectator.
5. Buddy System: We recommend that every activity sponsored by our program put a Buddy System in place. Each youth participant should be assigned a buddy during sponsored activities. No child should go anywhere -to the bathrooms, locker rooms, or other location -without his or her buddy.
6. To further protect our youth participants, as well as our coaches, officials and volunteers, we strongly advise that no adult person allow him/herself to be alone with a child or with any group of children during sponsored activities. In particular, we recommend that coaches or other adult members of this organization:
 - Do not drive alone with a child participant in the car.
 - Do not take a child alone to the locker room, bathrooms or any other private room.
 - Provide one-on-one training or individual coaching with the assistance of another adult and the child's Buddy.

- If you must have a private conversation with a youth participant, do it within view of others, in the gym or on the field, instead of in a private office.
7. Coaches and other adult members of this organization should not socialize individually with the youth participants outside of sponsored activities.
 8. Supervision/Chaperone ratio: We recommend that for any sponsored activity, the ratio of adults to youth participants be 1:8, one (or more) adults for every eight children, with a minimum of two adults for every activity.
 9. When traveling overnight with youth participants, children should be paired up with other children of the same gender and similar age group, with chaperones in separate but nearby rooms.
 10. We want to empower our children to trust their feelings and let them know that their concerns, fears and hopes are important by listening to them. Open communication between children and parents, or between children and other adults in the organization may help early warning signs of abuse to surface.
 11. We encourage parents to become as active as possible in sponsored activities, games, practices and other events. The more the parents are involved, the less likely it is for abusive situations to develop.
 12. We will respond quickly to any and all allegations of abuse within this organization. This information will be communicated to the authorities for investigation and will be reviewed by the organization's directors. The alleged offender will be notified of such allegations promptly.
 13. Any person accused of sexual or physical abuse may be asked to resign voluntarily or may be suspended by the board until the matter is resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the participants. A person, who is accused but later cleared of charges, may apply to be reinstated within the organization. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position.
 14. We promote good sportsmanship throughout the organization and encourage qualities of mutual respect, courtesy and tolerance in all participants, coaches, officials, board members and volunteers. We advocate building strong self-images among the youth participants. Children with a strong self-image may be less likely targets for abuse; similarly, they may be less likely to abuse or bully others around them.
 15. No weapons (this includes conceal and carry weapons) of any such will be permitted at any CCSA function. Only uniformed police officers will be permitted to carry weapons during CCSA functions.
 16. There will be no pets/animals allowed at any CCSA function. *CCSA and its Districts are on private property, therefore, only service animals clearly identifiable will be permitted.
 17. There is to be no use of any tobacco products (this includes dip, e-cigarettes, etc.) during any CCSA function.

Coaches' and Spectators' Code of Ethics and Penalties

The following will be adhered to for violating the Coaches' and Spectators Code of Ethics. The unsportsmanlike behavior, carded offenses and game ejections will result in these penalties to be issued by the league Discipline and Protest Committee. These are minimum penalties and may run concurrently or consecutively as deemed appropriate by the discipline committee. Penalties may be issued whether or not a card was actually issued by a referee.

All suspensions must be served by not attending the game.

Suspensions are effective from the season issued and into the following season until suspension is carried out. (i.e. A 5 game suspension issued with 2 games left in the fall season will carry into the first 3 games of the following season, if spring season is played. Otherwise, suspension is carried over to the following fall season.)

***The discipline committee may choose to revoke a valid coach's card in place of or along with the below penalties**

Suspensions are effective for the offending coach/parent/spectator per the team they were associated with when the offense occurred. Please note that the coach/parent/spectator may not attend **ANY** other games until the suspension is completed. (i.e. If a coach is rostered on more than one team, the suspension applies to **ALL** games/teams for the time period allotted in the suspension.) Coaches and/or parents **CANNOT** attend any of their other children's games whatsoever during the suspension without further penalty. They are suspended from ALL league activity until their obligation has been met per the original team's infraction. ****Any parent suspended must have their player serve a maximum of a one game suspension. Players serving a one game suspension may not attend practice, scrimmages, or games, and may not be at any CCSA facility or rejoin their team until the one game suspension is served.**

Ejections during the game – A minimum of the **REMAINDER OF THE GAME** plus any additional penalties.

1. Ejections after the game – 2 GAME SUSPENSION.
2. Entering the field of play without permission of the Referees – Red Card (remainder of game + 1 game suspension).
3. Threatening actions toward Officials, Players, or Spectators – 1st Offense - Red Card (remainder of game + 2 game suspension), 2nd Offense – 1-year suspension + 2 years' probation.
4. Abusive language towards an Official, CCSA Representative, Referee, Player, or Spectator – 1st Offense – Red Card (remainder of game + 1 game suspension), 2nd Offense – Red Card (remainder of game + 2 game suspension).
5. Aggressive physical contact with another person, i.e. grabbing an arm, turning an individual around, poking, bumping, pushing, vocal threats, etc. – **MINIMUM 1 YEAR SUSPENSION PLUS 2 YEARS PROBATION. IF SUSPENSION OR PROBATION IS VIOLATED, AN ADDITIONAL SUSPENSION SHALL BE ADDED.**

6. Refusal to leave the playing field within 2 minutes from the time of the ejection – Added 3 Game suspension
7. Constant and excessive verbal harassment of the Referees or Players – 1st Offense – Yellow Card, 2nd Offense – Red Card (remainder of game + 1 game suspension).
8. Instructing Players to play in a dangerous or unsportsmanlike manner – 1st Offense – Red Card (remainder of game + 1 game suspension), 2nd Offense – Red Card (remainder of game + 5 game suspension).
9. Instructing Players to play in a dangerous or unsportsmanlike manner with deliberate intent to harm – 1st Offense – Red Card (remainder of game + 2 game suspension), 2nd Offense – Red Card (remainder of game + 1-year suspension + 2 years' probation).
10. Coaches allowing game participation of a suspended player – 3 Game suspension.
11. No tobacco products including e-cigarettes may be used on or near the playing field - 1st Offense – Verbal Warning, 2nd Offense – Yellow Card, 3rd Offense – Red Card (remainder of game + 1 game suspension).
12. Coaches and substitutes shall remain within the designated Coaches' area. Spectators shall remain on the side opposite the Coaches and Players between the penalty areas and behind the Spectator line – Ejection if non-compliant. (See also LAW I, Item 13)
13. Spectator harassment will be handled in the following way: Game will be stopped and both coaches called to mid-field. Coaches will be instructed to warn the fans. If harassment continues, the game will be suspended.
14. Any Coach who removes their team from the playing field during a game and leaves shall be suspended for 2 additional games of that team.
15. Coaches allowed on the team side of the field shall be limited to those on the official roster. Persons not on the roster will be asked to view the game from the spectator sideline. (The only exception is for field marshaling during tournament games.)
16. Anyone coaching from the spectator's side of the field shall be: 1st time – warned, 2nd time – warned, 3rd time - ejected plus 1 game suspension.
17. A coach or spectator ejected from a game shall be suspended immediately from the CCSA until suspension has been served. (Exception: Administrative Duties)
18. When a coach does not play each Player at least ½ of each game (except where provided for in this manual), they shall forfeit the game, and the coach shall receive a 2 Game suspension.
19. Any picture-taking device may only be used on the spectator side of the field between the penalty boxes and behind the Spectator line, unless under direction of the CCSA Board.
20. All Coaches, Administrators, and Volunteers must have on file a completed risk management disclosure statement, concussion certificate, and Safesport in compliance with Ohio Soccer Association guidelines.
21. Coaches carded without a Coaches card will receive an automatic 3 game suspension.
22. Any coaches that receive any yellow cards will be reviewed each year: fall season into the spring season is considered a year. 2 yellow cards will be 1 game suspension;

3 yellow cards will be 2 game suspension; 4 yellow cards will result in removal from coaching.

23. Any coach issued a red card or spectator ejected from a game may be subject to a minimum fine of \$75 to a maximum fine of \$150 fine, payable to your respected district, and must adhere to any suspension the disciplinary committee hands down. Further, any coach receiving a red card or spectator ejected must sign a written agreement, given by their respective district representative, acknowledging both the suspension and the fine. No coach or spectator may return to soccer activities until all 3 requirements are met.

Players' Code of Ethics and Penalties

Every Coach in CCSA is hereby instructed to make all players aware and knowledgeable of the following Code of Ethics and their penalties.

These are minimum penalties and may run concurrently or consecutively as deemed appropriate by the discipline committee.

All suspensions may be served in accordance with the discipline committees' recommendation.

1. Abusive and/or foul language toward an Official, Player, Coach, or Spectator – EJECTION.
 2. Threatening actions or words towards Officials, Players, or Spectators – EJECTION.
 3. Aggressive physical contact with the Referee (with intent to harm) i.e. grabbing the arm, turning the individual around, poking, bumping, pushing, etc. – EJECTION and FOUR-GAME SUSPENSION.
 4. Aggressive physical contact with Players (with intent to harm) – EJECTION / 2ND OFFENSE during the season – 1 ADDITIONAL GAME SUSPENSION.
 5. Striking an Official – EJECTION AND A MINIMUM (1) YEAR SUSPENSION PLUS TWO (2) YEARS PROBATION. IF SUSPENSION OR PROBATION IS VIOLATED AN ADDITIONAL SUSPENSION SHALL BE ADDED.
 6. Striking (Closed fists) or kicking a Player – EJECTION / 2ND OFFENSE during the season – SEASON SUSPENSION.
 7. Refusing to leave the playing field after an ejection – ONE ADDITIONAL GAME SUSPENSION.
 8. Any Player observed using or under the influence of drugs and/or alcohol before or during a game will not be permitted to play that game – EJECTION PLUS ONE – GAME SUSPENSION TO A MAXIMUM (1) YEAR SUSPENSION PLUS TWO (2) YEARS PROBATION. IF SUSPENSION OR PROBATION IS VIOLATED AN ADDITIONAL SUSPENSION SHALL BE ADDED.
 9. Postgame – After the game, both teams shall line-up in an orderly fashion and shake hands. HAND SHAKING IN AN UNSPORTSMANLIKE MANNER WILL NOT BE TOLERATED! 1st OFFENSE – Verbal Warning / 2nd OFFENSE - 1 Game Suspension.
- Note: These are minimum penalties and may be expanded depending upon the severity of the offense.

10. TOBACCO PRODUCTS (this includes electronic cigarettes) – None to be used on or near any field in CCSA at any time – EJECTION/2nd OFFENSE during the season/TWO GAME SUSPENSION
11. Any Player **ejected** shall be suspended for the remainder of the game plus that team's next game. Penalty for violating suspension shall be three (3) times that of the previous penalty. (Exceptions to this rule are what is stated in Rules #3, #5, and #8.)

IMPORTANT NOTICE: IT SHALL BE AGAINST THE RULES OF CCSA FOR A SPECTATOR, COACH, OR PLAYER TO THREATEN, HARASS, OR INTIMIDATE SOCCER OFFICIALS IN ANY WAY. THIS INCLUDES BEFORE, DURING, OR AFTER ALL GAMES SANCTIONED BY CCSA. FAILURE TO COMPLY WITH THE ABOVE RULES COULD MEAN IMMEDIATE SUSPENSION FROM THE GAME AND FIELD AREA (i.e. IN SIGHT OF OR IN EAR SHOT OF THE OFFICIAL) AND/OR LOSS OF THE GAME BY JUDGMENT OF THE DISCIPLINE AND PROTEST COMMITTEE OF CCSA. ANY PHYSICAL CONTACT WITH A SOCCER OFFICIAL COULD MEAN LEGAL ACTION BY THE SOCCER LEAGUE.

CCSA Organizational Rules

A. Division age guidelines

- U-6 4-5 yrs. old on or before July 31 of the current year.
- U-7 6 yrs. old on or before December 31 of the current year.
- U-8 7 yrs. old on or before July 31 of the current year.
- U-9 8 yrs. old on or before July 31 of the current year.
- U-10 9 yrs. old on or before July 31 of the current year.
- U-11 10 yrs. old on or before July 31 of the current year.
- U-12 11 yrs. old on or before July 31 of the current year.
- U-13 12 yrs. old on or before July 31 of the current year.
- U-14 13 yrs. old on or before July 31 of the current year.

A player, who is qualified by age to play in one age division but prefers to play two older age divisions up, must submit a written request from a parent or legal guardian along with their sign-up form. The District Rep will present all written requests at the time of the team draw to the Special Request Committee for their approval or denial. All decisions of this Committee are final.

In all age divisions, the lower age must be reached and, in all divisions, the higher age must not exceed the age division guidelines as stated above, without approved exception.

The District Rep is responsible for age verification of each player on the team roster. All players must submit a copy of their birth certificate or other official proof of date of birth to the District

Rep, who will keep them on file, who will submit to CCSA. PENALTY: Forfeiture of any game in which an ineligible player participates.

B. Scheduling

1. The Director of Scheduling will schedule **all regular season's games, not including reschedules**.
2. Coaches are **NOT** to reschedule **any** games without permission of the District Representative. Emergency or school function- related game rescheduling will be handled on an individual basis by the District Representative.
3. Games that are not rescheduled through the District Representative will result in a forfeit for both teams.
4. All rescheduling must be done via email to the District Representative.
5. Any schedule conflicts with the games must be brought to the District Rep no later than 7 days after the schedule is released. Any future conflicts can be resolved using guest players or another rostered coach from another team. The last 14 days of the regular season may not be used as reschedule days with the exception of inclement weather. Any reschedules beyond the scope must be approved by the Special Request Committee. The District Representative will confirm via email the new date and time to the opposing teams district rep and the ref coordinator of the home district.

C. Official Season

Official season begins the day immediately after the team draw with the official game season starting on the 1st day of that season's game schedule and ends on the last day of the current year tournaments. Practice may begin the day immediately after the team draw as long as coaches are fully Risk Approved.

D. League Standings

The winning team will receive three points for a win and the opposing team will receive zero points for a loss. A forfeit win will receive three points. Each team will receive one point for the tied game. If league standings end in a tie, then co-champs will be declared with no runner-up.

Game scores must be reported in the designated manner on the same day that the game is played. Winning coaches are responsible for ensuring that their score is reported. In the event of a tie game, the HOME team must report the score. Failure to report scores will result in a loss of points for that team.

E. Rosters

The District Representative and the Head Coach of each team must have a copy of the final team roster. The Head Coach, District Rep. & the CCSA League Registrar are to verify and sign the roster thereby making it an official roster. PENALTY: Forfeiture of any game played without an official roster.

F. Responsibility of District Representative to CCSA

1. Each district will send a representative to all sanctioned meetings/events of the CCSA. This representative will have voting privileges as defined in the Constitution of CCSA. If the President sees a conflict of interest on a voting issue, he/she will require that/those representative(s) abstain from that vote.
2. If a District Rep is absent and there is no other representation for that district at two meetings within a calendar year, then the league secretary will notify that District President and Rep by letter that on the third absence the CCSA Executive Board will recommend replacing their representative to the Association.
3. Each District Rep is to relay **all pertinent information** received at CCSA meetings to all coaches involved, including notification of coaching clinics, mandatory CCSA meetings, referee clinics, etc. CCSA is NOT responsible for any information that is not passed on by a Rep to his/her district.
4. Each District Rep shall be responsible for registering all players for that district. Each shall also be responsible for the formation of their District's teams as outlined in Section I & L of these organizational rules.
5. All District Reps will meet all deadlines as set forth by CCSA. PENALTY: Forfeiture of all voting rights for the next two meetings or a fine where designated.
6. Each District will provide fields for play in proportion to the number of teams fielded by that district and will maintain such fields. (All goal posts must be padded up to 6 feet high for practices and games during the fall and spring seasons.)
7. Each District will be responsible to ensure all referees for the District are properly certified by attending classes and/or pass tests sponsored by the Association.
8. Each District will be responsible for handling day-to-day situations and affairs in that District, within the guidelines set forth by CCSA, and must have working bylaws.
9. Each District must pay team fees as set forth by the Association.
10. Each District is responsible to ensure all coaches, referees (as required), and volunteers have successfully satisfied all risk management requirements as outlined by the Association and OSA.

G. Coaches Responsibilities

A team roster will have a minimum of one head coach and one non-related assistant. A team shall have no more than two assistants. All members of the coaching staff must be 18 years of age or older. All coaches **must** attend a coaches' meeting in order to be eligible as a coach. All coaches must attend one meeting within a year. If they are selected to coach after the last coaches' clinic for that season, then they must attend a coaches' clinic the next season in order to be eligible as a coach. The coaches' clinic may be waived as a requirement by the Special Request Committee. If the coaches' clinic requirement is waived, that coach has a responsibility to ensure he/she is fully aware of the rules and standards that govern CCSA activities and conduct.

All coaches and other adults responsible for direct care and training of the players will submit every two years to a “KidSafe” background check investigation through <https://system.gotsport.com> prior to having any official interaction with players.

All coaches must receive concussion training and Safesports prior to coaching a practice or a game. This training is valid for up to two years after the completion date on the training certificate.

Each Coach must have an approved copy of the team roster and Emergency Medical forms at every game his/her team plays. **NOTE:** An Assistant Coach should also have a copy of the team’s official roster, in the event that the Head Coach is absent. Digital copies of both Emergency Medical forms and Official Rosters are acceptable.

Any member of the coaching staff wishing to address a referee during stoppage, between quarters or at the half, or after a game, must have a copy of the team roster and must have attended the coaches meeting and have a current valid coaches card. This card is to be presented to the officials prior to the beginning of the game in order to address any official during the game.

H. Legal Team

Team sizes may vary per division based on the team sizes in each district. This will be determined each year.

In Divisions U12 & U14, not less than 11 nor more than 21 players and 1 head coach and no more than 2 assistant coaches will constitute a legal team. (1 less than double the team playing size).

In Divisions U10 & U11, not less than 9 nor more than 17 players and 1 head coach and no more than 2 assistant coaches will constitute a legal team. (1 less than double the team playing size).

In Divisions U7, U8 & U9, not less than 7 nor more than 13 players and 1 head coach and no more than 2 assistant coaches will constitute a legal team. (1 less than double the team playing size).

In Divisions U6 not less than 5 nor more than 9 players and 1 head coach and no more than 2 assistant coaches will constitute a legal team.

Ideal sizes and minimum legal team sizes are as follows:

<u>Bracket</u>	<u>Ideal Team Size</u>	<u>Team Minimum</u>
5v5	9	4
7v7	11	6
9v9	14	7
11v11	16	9

If a team loses players anytime during the season and it puts them below the minimum for a legal team, they may add a player with the approval of CCSA based upon OSA's governing guidelines. The CCSA League Registrar and Special Request Committee must also be notified of any such changes and the addition must follow add/drop guidelines.

Additionally, no player shall play both on a high school (Varsity, JV, or Freshman) team and a CCSA team during the same season. Any player found in violation of these requirements will be found ineligible, and the recreational team for which they play will forfeit any game that the ineligible player plays in.

A maximum of three players per team may be transferred inter-district with the approval of the District Reps involved. A player may register in the school district in which they attend school OR in the district in which their address is located*. A player release form is required for any player registering outside of the district in which they live and must be approved by their home district. The home district is considered the district in which the player's address is located.

Player release forms must be approved each year for the first two years beginning at U7. After two years of approved waivers, that player becomes part of that established team and no longer requires player release approval. One year constitutes two seasons. A player released from their

home district for one season will have the choice to return to their home district or stay in the district in which they were released in subsequent seasons. The same player release forms will be required until the player is part of the established team (I.e. 4 total seasons). U6 players do not require release waivers.

Out-of-league players must be approved by the CCSA Board and are limited to three players per team as well and follow the same two-year requirements.

Districts are outlined as follows:

Batavia	Batavia Elem/Middle/High
Bethel	Bethel-Tate Primary/Intermediate/Middle/High
Clermont Northeastern	CNE Elem/Middle/High
Williamsburg	Williamsburg Elem/Middle/High
New Richmond	Locust Corner Elem.; Monroe Elem.; New Richmond Middle/High
West Clermont	Amelia Elem, Clough Pike Elem, Holly Hill Elem, Merwin Elem, Summerside Elem, Willowville Elem, Withamsville Tobasco Elem, West Clermont Middle/High
Western Brown	Mt. Orab Elem/Middle, Hamersville Elem/Middle, Western Brown High

If a District Rep receives a sign-up form from another District, he/she is obligated to pass it on to that District.

*Home Schooled players or players that attend private schools would first go to the district they live in.

I. Team Formation/ Player Draw

Note: Only CCSA Board members and District Reps. may be present at the player draw. NO Exceptions!

Teams shall be formed by the District Representative at the District level following CCSA and OSA guidelines.

1. **The District Representative** will review all special requests for placements on teams other than age appropriate. All decisions regarding a player playing up, down, on a certain team, or in another district will be based on the Appeal Approval Priority list. Special requests may originate from parents of the player or the District Rep because of team numbers and moving players to facilitate forming appropriate teams. One member of this committee is to keep a written list of approved requests and a written list of denied requests. Each list should contain the players name, district, reason for approval or denial, and 1st or 2nd year.
2. **The Special Request Committee** will consist of Secretary, Treasurer, and Vice-President. If any of these are not available or part of the SR then the Head of Referees will sit in. They will base decisions on how a request will affect a team had

there been no request at all. If a request will cause another team to fold or play short-handed the request will not be honored. All decisions will be based using the order below and all decisions are **FINAL!** Not to be appealed again!

Special Request Priority List

1. Players of the same age play together per CCSA age guidelines.
2. Child played up last year and wants to play up again this year for the same team.
3. A sibling plays on the team and the parents request that they play together. Younger child must play up.
4. If there has been a documented problem in the past and a request for a different coach is submitted with the current year sign-up before the draw.
5. Transportation issue.
6. District request for placement to facilitate team numbers
 - a. Option #1 Play up if possible.
 - b. Option #2 Play on a different team of the same age group.
 - c. Option #3. Play down only if it is a medical issue or team #s requires it if necessary
 - d. Option #4. Play in a different district

All decisions will be based on how that decision will affect the balance of the number of players on individual teams.

3. **Random Draw:** The District representative will randomly draw all new players onto new teams being formed and onto existing teams. All guidelines and League rules must be followed. If there is more than one team in an age group in the same District and they are not equal in number of players, then the District Representative will draw new players onto the team with fewer players until the number of players on each roster is equal. The team which had more players in the beginning will receive the next randomly drawn player and continue alternating randomly drawn players onto each roster until all players have been drawn or until each team is at the maximum number of players.

4. **Existing teams:** As mentioned in item 3 (Random Draw), the District representative will randomly draw all new players onto new and existing teams. In the event too many players sign-up for one team creating a need to form a new team, players may need to be moved from the established team to the newly created team to balance the number of players on the two teams. The District representative should identify any volunteers willing to move to the newly created team. If additional players are needed to balance the number of players, with the exception of children of approved coaches, players with the least seniority will be the moved to the newly created team until the numbers are balanced. Please note that players who may have played on an established team that are not registered at the time of the team draw will not be considered as a member of that established team. This player will be considered a new player and drawn randomly. The number of players should be balanced as much as possible going into the team draw. The

District representative should keep both coaches up to date on player movement to promote transparency.

District Reps should have coach's names, phone numbers, district, and level of play recorded on the current season's database for this group to verify and make note of on a list.

League Registrar will indicate next to each player's name on the roster (on the excel sheet) if they are:

- ❖ New – 1st year on an established team.
- ❖ 1st – approved by the special request committee for the 1st time on a particular team.
- ❖ 2nd – approved by the special request committee for the 2nd time on a particular team.

Once a player has played on a particular team for two consecutive years a player becomes a part of that established team. A player playing down must be requested each year. A player released from their home district after one season has the option to go back to their home district or stay on the team they were released to. If they elect to stay on the team they were released to, they must have a waiver signed for the first two years.

No player with a special request may be added to a roster once the official roster is printed without first receiving approval from the Special Request committee. Every roster must stay within one player of another.

The District Rep is to forward all information to the League Registrar for these changes via e-mail to make next season's roster verification accurate and for an updated roster to be printed.

NOTE to all District Reps:

Come to the pre-draw with all players of established teams from the previous year who have **signed-up** again on the current year roster in the same order as the previous year roster if possible. (A printed roster from the previous year is fine)

All player sign-up and Birth Certificate forms for players new to CCSA must be submitted to the League Registrar by the established deadline. No Exceptions!

***A player is NOT considered approved for a team until a Birth Certificate has been approved by CCSA.**

Decide beforehand how many established and new teams your district will field. Have all special requests in writing and attached to the appropriate age group folder or roster. All paperwork to the League Registrar to be rechecked. The paperwork will be kept on file with the League Registrar. Once CCSA has verified, an official copy of each request a roster will be printed.

In the event that one team needs to be split into two teams, the player or players with less seniority on that team will be taken off the team and placed on the new team. If the Asst. Coach

wants to Head Coach the new team, then his/her child/children will be first on the new team's roster.

Additional Team Formation Rules

1. There will be no new team formations after the team draw is completed. Deadlines are set on the League calendar and MUST be adhered to.
2. Eligible players of the same age get first priority on the same team. Any changes to this must be in writing prior to the draw and presented at the time of the draw to the District Representative.
3. A team who has mixed age groups of players may only play down in an age group as a last resort. No more than 3 players on an 11v11 team, 2 players on a 9v9 team, and 1 player on a 7v7 or 5v5 team will be allowed to play down. This is only as a last resort and all other options must have failed. The SR committee must approve this move.
4. The cutoff date for each age group will be July 31st of the current year.
5. U6 teams are not considered as part of the U-System. These are not established teams. U6 teams are formed each year with as equal a mix of 4 & 5 year old coed players as possible. U-system teams are not established until U7. If a player participates in both Fall and Spring season, the soonest a player can be considered established is Fall of their U9 season.
6. If a team finishes first in the league the dominating team will be asked to move up one year and let it be the team's decision; however, if it happens two years consecutively, then the CCSA Board will make the decision as to whether or not the team stays in the same age division or is made to play in the upper division.
7. Every child of members of the organization must be given the opportunity to play soccer in that organization's program. Specifically, when notices of registrations are given, they must be given in like manner to all children of all members of the organization. Under no circumstances will tryouts or other selection processes be permitted.
8. Requests to play out of District must be submitted in writing at the time of registration by the parents of the player. Specific permission is granted or denied by the Special Request Committee to allow a child to play out of District.
9. Any new players must follow the new player guideline.
10. At the time of player registration, all requests regarding personality conflicts with coaches, siblings, transportation issues, etc. must accompany the player registration in writing. Requests for assignment to a specific team or with a specific coach **WILL NOT** be honored. All requests are granted or denied at the team draw by the Special Request Committee. All decisions are final and no request will be considered after the team draw.

J. Post-Draw Player Assignment

1. Players signing up after the team draw is completed will be assigned to teams by the District Rep and League Registrar in such a manner as to balance, as close as possible, the numbers of players on each team within one player of each other.
2. Where, because of the balance provision of age groups, more than one team has an opening for a late registrant, the assignments will be done on a random basis.

3. **In no instance will a player be removed from a team as a result of an assignment of a late registrant.**
4. Post draw reassignments will be considered by the District Rep and League Registrar for the following reason only: Parent agrees to be a Head Coach of another team.
5. **Players who may have played on a team for the previous two years that are not registered at the time of the team draw will not be considered as a member of that established team any longer. This player will be considered a new player and drawn randomly.**
6. Players may be added (by CCSA) to a team that falls below playing field size plus two any time up to September 30th (for the Fall) or April 30th (for the Spring) per OSA guidelines.
7. Revised official rosters must be distributed after any and all changes.
8. You can only double roster a player to get a team to its playing size plus two. The maximum number of players that can be double rostered is two. If additional player/s is/are added to the roster, the double rostered player will be removed. If there is more than one double rostered player, the youngest player will be the one removed. There will be no double rostering within the same bracket.
9. Any team with less than the field maximum for their age group, may request a guest player(s) within the current rostered CCSA players. The guest player(s) must be outside of the current age/gender bracket and must be under the age bracket (exception: A girl can play on a boy's team in their same age group). Any player that guest plays 2 years or more up must include a player waiver form signed by parent/guardian. Boys may not guest play for the females age group. The use of a guest player should be facilitated by the District Representative. The use of a guest player should not be used merely to improve the place in which a team finishes in the standings but to allow a team to play when they do not have enough players to field a team. The use of club guest players should be limited, and should not be used in every game. In order to use Guest Player(s), Coaches must contact their District Representative prior to their game to advise the need for guest players. When the guest players are identified, a Guest Player Form will be completed by the coach and signed by the parent and District Representative. If the District Representative is not present to sign, an email may be sent from the District Representative to the coach requesting the player, approving the Guest Player PRIOR to the start of the game. The form MUST be printed and handed to the referee prior to the start of the game (if an email is sent, it must be shown to the referee and the referee will notate on the form). The referee will then advise the opposing team coach and will turn in the Guest Player form with the Game Card at the conclusion of the game. A guest player must be rostered to a team within the district for which the player is guest playing. If a guest player is playing and the rostered player arrives to the game, the guest player is no longer eligible to play if the arrival of the rostered player puts the team at +1. Guest player requests must be completed at least 30 minutes before the start of the game.
Violation of these rules shall be referred to the CCSA Disciplinary Committee.

K. Age Distribution (see sections H & J)

L. Minimum Player Forfeits

Within District play, the Home team must field the minimum number of players for that age group at the scheduled game starting time. Home teams have no grace period. Visiting teams are allowed a 15 minute grace period from the scheduled start time to field the minimum number of players for that age group. If at any time during that 15 minute grace period, the visiting team has the minimum number of players, then the game must be started. If the above requirements are not met by one team, then the game is recorded as a forfeit to the other team. If neither team meets the requirements, then it is “no contest” and must be rescheduled by the District Representative. See Law 8: Start of Play.

M. Supervision

During regular and postseason play sponsored by the CCSA, the Executive Board or a designated representative thereof is authorized to schedule games, supervise the assignment of players to teams, decide protests, and otherwise regulate activities pertaining to the soccer program subject to these rules.

N. Participation

Every player present at the start of each game shall play the equivalent of one half the game (overtime not included) unless injured or being disciplined and notification is made to the referee and the opposing coach before the start of the game.

The referee and the opposing coach must be notified before the start of a game if a player will not participate in the required playing time as a disciplinary measure exercised by the coach.

The reason for such action must be documented on an official CCSA Discipline form and approved by the District Rep and signed by the parent. (Note: The parent must be aware of the action that will take place).

Discipline is for one game at a time only. If a problem or issues continues the District Representative needs to address the situation immediately.

The District Representative & the Coach must be aware of any child playing with medical limitations that have been communicated verbally (to either the coach or DR) but not listed on the Emergency Medical form i.e. she gets tired easily when running for a long time. The child must also have been released by the parent to play soccer by signing the emergency Medical form. This letter must be brought to the game and presented to the referee and opposing coach.

Coaches who do not follow the ½ game participation are subject to a 1-year suspension. Players who have received action by the Discipline and Protest Committee are not subject to these provisions, with regards to the written recommendation of the Discipline and Protest Committee.

O. Field Evaluations

CCSA will sponsor field evaluations to take place prior to the start of the fall regular season. Although the coaches and teams will benefit from playing an exhibition game, the primary purpose for the field evaluations is to provide game time training for the referees. One point will be awarded to the teams that sign up for field evaluations coaches must attend a coaches meeting with or without a valid coaches card in order to sign up for field evaluations.

The Director of Referees will schedule exhibition games. Once all exhibition games have been scheduled, the Director of Referees will contact the respective districts with the exhibition game schedule. Participating during field evaluations is required to be qualified as a referee for regular season and tournament games. Where possible, referees with less than two years' experience should be scheduled to participate in two or more exhibition games. Referees with more than two years' experience need to be challenged on larger fields. The most experienced referees should be used as mentors for younger referees.

P. Tournaments

CCSA will sponsor a tournament after regular season play has ended. The style of the tournament will be the same for two years with the option to change on even years. The Tournament Committee will be responsible for all aspects of the tournament, with the approval of the Executive Board. Trophies/awards will be provided to 1st and 2nd place teams. High school tournament will be voted on each spring season.

A Tournament Director will be appointed by the Board to set up brackets, game schedules, and sites of play for the tournament with approval of the Executive Board. The Tournament Director will also be responsible for accumulating and tracking game results to determine which teams play in the championship games.

All teams will be entered in the end of season CCSA Tournament. If a coach is not going to enter his/her team, then he/she must notify the Tournament Director by the end of the 4th weekend of the regular season.

If a team does not show up for any games during the tournament, they may not participate in the tournament the following year.

The tournament committee is responsible for all organization of the tournament. The disciplinary committee is responsible for all issue resolutions during the tournament. The committee's decisions are final.

CCSA will reimburse each district for the full amount of referee fees issued during the post-season tournament, per the minimum fees listed under Law V.

\$1 parking cost per car at all tournament locations each day of the tournament.